

HVACR Specialist 3 - Facilities Maintenance Services
Department (FMS)
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259685>

Downloaded On: Jul. 15, 2025 2:00am

Posted Jul. 14, 2025, set to expire Jul. 11, 2026

Job Title	HVACR Specialist 3 - Facilities Maintenance Services Department (FMS)
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6377605

Apply By Email

Job Description

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HVACR Specialist 3 - Facilities Maintenance Services Department (FMS)

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College is recruiting for an HVACR Specialist 3 for the Facilities

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Maintenance Services Department (FMS). This position acts as the HVACR department supervisor by assigning and scheduling work, ordering materials, performing project coordination, and work order management. This position also performs journey level HVACR repairs and preventative maintenance.

Duties include (but are not limited to):

- Provide training and technical assistance to subordinate staff;
- Respond to trouble calls identified with work orders;
- Check in with customers to understand HVAC problems and then systematically troubleshoot the system in question;
- Troubleshoot electrical systems, heating and cooling hydronics, and ventilation airflow problems;
- Perform repairs in a timely manner by providing efficient and reliable operation and minimized equipment down time;
- Responsible for providing regular communication to customers during the repair process;
- Perform preventative maintenance on all associated HVAC equipment; change air filters, bearing lubrication, belt replacement, equipment inspections, chiller tube bundle cleaning, etc.
- Diagnose equipment failures, make repairs, and test system functionality using common HVACR meters, analyzers and equipment.
- Perform maintenance on a wide variety of heating, ventilation, air conditioning and refrigeration equipment including recycling refrigerant, replacing pipes & valves, replacement of compressors, brazing, soldering, replacing motors, and controls work.
- Maintain department budgets, supervise spending, and manage vendor purchasing accounts to maintain department fiscal accountability.
- Oversee and support HVACR staff, including schedule management, task delegation, and performance evaluations.
- Monitor the campus building HVAC system using the DDC systems and looking for problems while performing the duties of the Operator;
- Other duties as assigned.

To see the full Class Specifications, visit:

[https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/09/09-404spc\(1\).pdf](https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/09/09-404spc(1).pdf)

Required Qualifications

- This position requires completion of a recognized HVACR apprenticeship program followed by two (2) years of journey level experience in the installation, operation, maintenance and repair of a wide variety of heating, ventilation, air conditioning, and refrigeration equipment; **OR**

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- One (1) year of experience as a HVACR Specialist II in Nevada State service; **OR**
- An equivalent combination of education and experience as described above

Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

A valid Class "C" driver's license or higher operator's license is required at the time of appointment and as a condition of continuing employment.

Schedule

The typical work schedule is Monday through Friday from 8:00 am to 4:30 pm; this is subject to change based on organizational needs. This position will require On Call rotation with other HVACR Specialists.

This position is designated as Essential Personnel. In the event of a campus emergency, special event, closure to maintain campus safety or building operations, this position may be required to work outside of regularly scheduled hours.

Compensation Grade

Grade 34 (Step 01 \$29.56/hr)

In classified service, salary is in Grade and Step. The Step is determined based on the Nevada Administrative Code. Salary placement above a Step 01 at initial appointment is determined based on the recruitment, the candidate's qualifications, internal equity and budgets. A request to accelerate salary must be approved by Human Resources and abide by the Nevada Administrative Code.

To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary Schedule, PP01 or PP02

For more information, visit the [Classified Salary Calculator](#)

The Perks of PERS!

Employees are enrolled in The Public Employees' Retirement System of Nevada (PERS) upon hire. For information on contribution rates, please visit: [NV PERS Contribution Rates](#)

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Please visit the Benefit Estimator [Retirement Calculator](#) for more information.

Perks of Working at TMCC!

- Health insurance options including dental and vision - [Health Insurance](#)
- 19.25% retirement match in PERS, 10 hours of annual and 10 hours of sick accrued each month, 12 paid holidays.
- Life insurance, generous annual and sick leave - [Classified Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- Free parking on all TMCC campus locations.
- No State income tax.
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).
- [Classified Grant-in-Aid](#): TMCC encourages employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education Institutions. Tuition is paid in full when Classified employees enroll in a course that can apply toward the completion of a degree or is job-related.
- [Classified Registration Fee Reduction Program](#): The College offers this program for spouses, domestic partners, and dependents of Classified employees (working at least 53%). The Classified Registration Fee Reduction Program may be used for undergraduate courses through TMCC.

Exempt

No

Full-Time Equivalent

100.0%

Required Attachment(s)

Please attach all attachments to the resume/CV section of the application. To request updates to attachments, prior to review of applications, please contact the candidate helpdesk at jobs@unr.edu.

Attach the following attachment(s) to the resume/CV section of your application

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Resume/CV - (required) List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented.

Cover Letter - (optional)

Contact Information for Three Supervisory References - (required) Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Transcripts - (optional) If you have not graduated, please attach your transcripts to receive education credit for classes you have taken. Credit is given for classes relevant to the position.

Veteran Interview Consideration - (optional) - To receive interview consideration for veterans and veterans with a service-connected disability, proof is required at the time of application. Please attach proof electronically to your application under the Veteran Document(s) section. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, etc)

Veteran Bonus Points - (optional) To receive bonus points for being a veteran, widow or widower of a veteran, or a disabled veteran, proof must be submitted on your application. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, widow's documentation, etc.).

Training and Experience Exam

This recruitment requires an exam. You will be asked to answer the below questions at the time you apply. It is essential that responses to the questions include extensively detailed information with timeframes regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

1.) Identify the HVACR apprenticeship program(s) you have completed, if applicable. **Please attach copies of education and training certificates relating to HVACR.**

2.) Describe your experience, including number of years, maintaining, servicing, and operating HVACR

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equipment such as chillers, boilers, pumps, air handlers, and cooling towers.

3.) Describe your experience, including number of years, a) estimating material and labor needed to complete a job; b) maintaining an inventory of materials; and c) maintaining inventory records.

4.) Describe your experience, including number of years, using an energy management system, and identify the system(s).

5.) Describe your experience, including number of years, with preventive maintenance scheduling for a large commercial facility (60,000 sq. ft.).

6.) Describe your experience, including number of years, securing technical advice and diagnosing system failures.

7.) Describe your experience, including number of years, a) designing appropriate system modifications; b) preparing plans or specifications and; c) performing or supervising their implementation.

8.) Describe your experience, including number of years, a) supervising and directing the work of other skilled personnel; b) training subordinate staff in work techniques and safety procedures; and c) planning and scheduling work to accommodate staff, agency needs, and seasonal demands. Describe your experience, including number of years, a) supervising and directing the work of other skilled personnel; b) training subordinate staff in work techniques and safety procedures; and c) planning and scheduling work to accommodate staff, agency needs, and seasonal demands.

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

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This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/HVACR-Specialist-3---Facilities-Maintenance-Services-Department--FMS-_R0148236

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

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