

## JOB DESCRIPTION

**Job Title:** Maintenance Engineer/HVAC Specialist

**Department:** Physical Plant

**Title of Immediate Supervisor:** Director of Facilities

**Revision Date:** July 2019

**FLSA:** Non-exempt

**FTE:** 1.0

**Account Number:** 01-7110-0000-5104

**Date Hired:**

**Name:**

**Signature:**

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### **Occupational Summary:**

The Facilities Departments are essential contributors to the residential teaching and learning experience at Beloit College. The operation, quality, cleanliness and appearance of the residential, academic and administrative spaces on campus help to create a healthy and pleasant living, learning and working environment. The maintenance engineer/HVAC specialist position requires the ability to effectively interact with diverse faculty, staff and students while conducting a variety of duties relating to the maintenance and upkeep of buildings on Beloit's campus. The maintenance engineer/HVAC specialist will be dedicated to the Powerhouse, a signature new recreation center and student union, and is responsible for the operation, maintenance, and repair of its infrastructure and multiple mechanical systems. The Powerhouse features a geothermal heating and cooling system and the position is responsible for monitoring and programming of building automation systems for proper operation and to ensure compliance of established energy policies.

### **Characteristic Duties and Responsibilities:**

1. Monitors, maintains and is the primary contact for all building operation systems including HVAC, lighting, fire, sprinkler, and the CCURE key-card software.
2. Analyzes data from BAS and makes recommendations for improvements to equipment and systems.
3. Determines materials and costs for projects and routine tasks.
4. Lays out work from blueprints, sketches, or verbal instructions. Establishes completion schedules for projects and estimates time and material quantities required
5. Assists maintenance staff as necessary, including advising or training for backup and on call for Powerhouse systems.
6. Communicates with department heads regarding planning, scheduling, and progress of maintenance projects as assigned.
7. Assists in the development and implementation of standard operating procedures, preventive and operational maintenance standards for the Powerhouse.
8. Maintains courteous and professional contact in face to face situations and also while communicating via phone, email, and radio.
9. Promotes continuous improvement of workplace safety and environmental practices.
10. Serves as the primary contact and coordinates facilities special projects with contractors, in house maintenance staff and campus faculty and staff.
11. Assist with snow removal as directed by supervisor.
12. Performs other related duties as assigned.

**Credentials and Experience:**

1. High school diploma or equivalent.
2. Experience with heat exchangers and chillers.
3. Journeyman level experience in HVAC, with experience in physical plant operations; previous geothermal systems experience preferred.

**Knowledge, Skills, and Abilities:**

1. Ability to supervise and train staff on operating systems
2. Knowledge of building construction, specializing in electrical, plumbing, painting or carpentry.
3. Knowledge of customer service standards and procedures in maintenance operations including organizing, prioritizing and scheduling work assignments.
4. Skill in installation, repair, and maintenance of systems and assignments common to the trades.
5. Knowledge of the tools, equipment, and materials common to the trades.
6. Knowledge of all applicable codes, standards, and regulations.
7. Ability to accomplish assigned tasks while working within the framework of OSHA safety regulations that govern procedures of personal safety, chemical, and equipment usage; knowledge of best safety practices.
8. General PC knowledge; electronic work order knowledge preferred.
9. Flexibility in all phases of tasks with the ability to accept, manage and incorporate change.
10. Outstanding interpersonal and community relations skills and the ability to listen, communicate and work effectively within a diverse community.
11. Ability to read and write and to follow both oral and written instructions.
12. Ability to understand and appreciate the mission of a residential, liberal arts college and to work well in a fast-paced office, with diverse faculty, staff, students, alums, general public in a variety of situations.
13. Ability to develop, and to contribute to, learning and work environments welcoming to people from a diverse variety of backgrounds and experiences.

**Special Requirements:**

1. Must provide own hand tools.
2. Must possess a valid driver's license and be reachable for on-call for emergencies.
3. Must participate in rotational on-call schedule.

**Physical Requirements:**

1. Requires full range of body motion including:
  - a. Ability to lift 75 pounds, 50 pounds frequently and independently.
  - b. Ability to perform bending squatting, twisting, crawling, and climbing.
  - c. Ability to stand or walk for long periods of time and freely traverse campus.
  - d. Ability to climb stairs and ladders up to 30 feet.
  - e. Visual ability to safely and effectively operate equipment.
  - f. Hearing and speaking abilities to effectively communicate through earpiece and in person.
2. Ability to work outside in all weather conditions.

The intent of this job description is to provide the general nature and level of work required of employees who are assigned to this classification and shall not be constructed as an all-inclusive list of duties and responsibilities. Employees may be instructed to perform job-related duties and responsibilities other than those specifically presented in this description.