



POSITION: Trades Technician III-#00068  
(HVAC Technician)

HIRING RANGE: \$23,999-\$49,255

CLOSING DATE: Open until filled

**RESPONSIBILITIES:** Operate, repair, and maintain building mechanical systems including HVAC, electrical, and plumbing equipment in community college buildings. Perform daily and regularly scheduled inspections of building mechanical systems, equipment, furniture, and fixtures. Repair, adjust, and replace worn and damaged parts. Perform preventative maintenance services and recordkeeping. Operate and maintain tools, equipment, and materials in compliance with OSHA workplace safety requirements. Provide timely and accurate documentation and recordkeeping. Monitor computerized building management systems. Support college operations by assisting with event set-ups, deliveries, and special projects. Provides snow removal and rotating on-call services to maintain building operations.

**QUALIFICATIONS:** Considerable knowledge of the installation, repair and maintenance of building mechanical and electrical systems with emphasis on commercial HVAC equipment. Ability to provide preventive maintenance services and trouble-shoot mechanical systems to maintain building equipment in excellent operating condition. Ability to use power tools, hand tools, and a variety of diagnostic tools, instruments and equipment. Basic construction and carpentry skills. Knowledge of OSHA safety requirements for general maintenance operations. Demonstrated ability to read and interpret blueprints, operating manuals, and operate a personal computer. Ability to work well independently and with other people to provide excellent customer service. High school graduate or equivalent with technical training and/or significant work experience in HVAC and electrical systems. Valid driver's license required. Journeyman level card in HVAC preferred. Universal CFC certification for refrigerant reclamation or ability to obtain certification within 6 months. Ability to climb ladders and lift 50 pounds. Ability to be on-call and report to work as "essential" personnel within one hour of being called in to work.

\*All full-time classified employees new to the Commonwealth of Virginia will serve a 12 month probationary period.

**APPLICATION INSTRUCTIONS:** Acceptable application packages are those submitted through the state job website located at <https://jobs.agencies.virginia.gov>. Applications which say "see resume" will not be accepted. Should you need assistance or have questions, please contact Kathy Comer at 706-5034.

**NONDISCRIMINATION POLICY:** John Tyler Community College does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. Inquiries related to the college's nondiscrimination policy should be directed to Susan Grinnan, Director of Human Resources, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at [sgrinnan@jtcc.edu](mailto:sgrinnan@jtcc.edu) or by at phone 804-706-5035/804-594-1417.

**EEO/AA EMPLOYER**