**Position Description**

**Northern Arizona University**

**HVAC Controls Mechanic**

***Position Summary***

Under the general direction of the HVAC Supervisor for Facility Services, the HVAC Controls Mechanic works closely with the Plumbing and Electrical Departments. Helps coordinate building maintenance programs and schedules building equipment repairs with building managers and the other facilities services trades. This position exists to aid and assist Facility Services’ mission to the University by providing superior customer service to the Campus community, exercising fiscal responsibility, reporting on leading edge technology and practicing sustainable maintenance and operations.

This position is responsible for the operation and maintenance of heating systems, air conditioning systems, lab air systems, vacuum systems, air handling equipment, pneumatic and digital controls in 10 to 15 buildings on the NAU campus. The Controls Mechanic will adjust system controls for comfort, energy conservation and safety. Keep maintenance logs and reports. Report concerns and condition of equipment for scheduled and deferred maintenance, and assist the other mechanics with issues in their assigned buildings.

***Controls Mechanic:***

* Provide day to day service and maintenance for the assigned buildings and develop work schedules and equipment maintenance schedules to ensure best use of resources available.
* Adheres to new work methods or procedures, changes in safety regulations and work policies.
* Takes an active role in building automation systems for efficient system control, energy conservation, customer comfort and safety.
* Maintain effective communication with all customers across campus, and foster a team relationship that allows for collaborative problem solving and process improvement.
* Takes part in initiating measures to improve customer service.
* Answers trouble calls of various types in various buildings.
* Ensure that OSHA and general safety regulations are maintained.
* Assists the supervisor with ensuring a sufficient inventory of materials and supplies.
* Maintain and repair digital and pneumatic controls, pumps, valves, actuators, coils, dampers, air flow stations, air compressors, heat pumps, steam heating systems and any other HVAC related equipment.
* Take a proactive role in promoting and supporting Facility Services mission and vision.
* Knowledge and skills of industry best practices.
* Actively maintain cutting edge knowledge of industry practices pertaining to higher education and continually suggest process improvements based on industry changes.
* Dedication to the development of sustainable operations and maintenance practices.

***Duties and Responsibilities:***

(20%) PLANNING AND SCHEDULING: Assists with day to day planning, and scheduling of equipment maintenance and repair.

* (20%) COORDINATING AND COMMUNICATING: Maintaining effective communication with other maintenance departments and all customers across campus, fostering a team relationship that allows for collaborative problem solving and process improvement.
* (60%) EQUIPMENT MAINTENANCE AND REPAIR: Provide Maintenance and repair of HVAC equipment.

***Knowledge, Skills, and Abilities***

**The knowledge, skills and abilities for this position include the following:**

* The ideal candidate will demonstrate excellent customer-service skill, possess and demonstrate strong communication skills, a cooperative collaborative nature along with the desire and ability to motivate staff is an essential trait of this position.
* The ability to establish and maintain effective working relationships throughout the University and Flagstaff community
* Ability to maintain and establish departmental/university safety rules, policies and regulations related to the efficiency and safe performance of jobs performed by the HVAC department.
* Skill in building mechanical systems, test equipment and repair methods
* Skill in building automation control systems and repair
* Skill in coordinating activities, evaluating data and establishing priorities
* Excellent communication and presentation skills
* Awareness and demonstrated commitment to NAU's EEO/Affirmative Action and Safe Working and Learning Environment goals
* Ability to work independently and multi-task oriented.
* Knowledge of tools, equipment and materials common to the HVAC trade.
* Knowledge of building control techniques.
* Skill in estimating time and material requirements of work projects assigned.
* The ability to work effectively with people from a variety of culturally diverse backgrounds.
* Basis personal computer skills.

***Required (Minimum) Qualifications:***

* Six years of progressively responsible HVAC equipment installation, maintenance and repair experience which includes two years of HVAC control maintenance and repair experience and completion of a HVAC control training program applicable to the type of system; OR
* Completion of a four year federally approved technical training program in the repair and maintenance of HVAC equipment and completion of a HVAC training program applicable to the type of system and two years of HVAC controls experience and repair experience; OR
* Any equivalent combination of experience, training and/or education.

***Preferred Qualifications (In addition to the above minimum qualifications):***

* Solid knowledge and experience with the following control systems: Alerton, Johnson, Honeywell and pneumatic building control systems

***General Information***

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

FLSA Status: Non-Exempt

Classified Staff