

POSITION ANNOUNCEMENT

HVAC Maintenance Technician

Northeast Mississippi Community College is now accepting applications for a full-time HVAC Maintenance Technician. This position works under supervision or under direct assignment to perform manual labor and/or maintenance of HVAC equipment. Employee must be able to accept and complete varied job assignments with little supervision.

QUALIFICATIONS:

Required -

- Two (2) year degree in Heating and Air Conditioning Technology with minimum five (5) years of experience in commercial HVAC maintenance
- Demonstrated hands-on maintenance experience of HVAC equipment, including troubleshooting, contacting customer service, and performing factory recommended preventative maintenance procedures
- Demonstrated success and experience in HVAC preventative maintenance practices
- Ability to diagnose, troubleshoot and solve commercial HVAC problems
- Ability to read and understand mechanical, electrical and plumbing blueprints
- Ability to read, write, and understand basic instructions
- Ability to lift up to forty-five (45) pounds
- Ability to complete task assigned without direct supervision
- Experience working in maintenance and repair of electrical equipment
- Experience in commercial plumbing and electrical maintenance
- Valid driver's license

APPLICATION DEADLINE:

Open Until Filled

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. *(Applications currently on file can be activated for this position by submission of a cover letter.)*

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

POSITION: HVAC Maintenance Technician

REPORTS TO: Director of Facilities Operations

QUALIFICATIONS:

Required:

- 2-year degree in Heating and Air Conditioning Technology with minimum 5 years of experience in commercial HVAC maintenance
- Demonstrated hands-on maintenance experience of HVAC equipment, including troubleshooting, contacting customer service, and performing factory recommended preventative maintenance procedures
- Demonstrated success and experience in HVAC preventative maintenance practices
- Ability to diagnose, troubleshoot and solve commercial HVAC problems
- Ability to read and understand mechanical, electrical and plumbing blueprints
- Ability to read, write, and understand basic instructions
- Ability to lift up to 45 pounds
- Ability to complete task assigned without direct supervision
- Experience working in maintenance and repair of electrical equipment
- Experience in commercial plumbing and electrical maintenance
- Valid driver's license

ROLE: HVAC Plumber Electrician Maintenance Technician is a position in which the employee works under supervision or under direct assignment to perform manual labor and/or maintenance of HVAC equipment. Employee must be able to accept and complete varied job assignments with little supervision.

ACTIVITIES:

- Maintain campus HVAC equipment
- Perform routine and preventative maintenance of campus HVAC equipment
- Perform duties in accordance with recognized safety standards and utilize protective equipment as needed
- Other duties as assigned

Note: Job description, role, and activities may change at any time without prior notice.