

JOB DESCRIPTION:	HVAC Technician		
DIVISION/DEPARTMENT:	Business Affairs - Facilities and Maintenance		
REPORT TO:	Director of Physical Plant		
EEO CLASSIFICATION:	Craft Worker	FLSA STATUS:	Non-Exempt
CUPA CLASSIFICATION:	717000	DATE APPROVED:	17-MAR-2025
POSITION NUMBER:		DATE MODIFIED:	28-AUG-2026

SUMMARY: Performs skilled installation, inspection, troubleshooting, preventive maintenance, repair, and replacement of heating, ventilation, air conditioning, refrigeration, and related mechanical systems throughout the University facilities. Supports the safe, reliable, and efficient operation of campus HVAC systems.

DUTIES:

1. Installs, inspects, maintains, troubleshoots, repairs, modifies, and replaces commercial and residential heating, ventilation, air conditioning, and related equipment and components.
2. Services and maintains HVAC systems, including rooftop and package units, split systems, heat pumps, air handlers, fan coil units, exhaust and ventilation systems, evaporative coolers, and related equipment.
3. Inspects, maintains, balances, and adjusts HVAC and air distribution systems, including ductwork, dampers, grilles, diffusers, louvers, controls, sensors, and related components.
4. Operates, inspects, maintains, troubleshoots, and repairs commercial refrigeration equipment, boilers, chillers, and associated systems.
5. Monitors, troubleshoots, and maintains HVAC controls and campus computer-based control systems to support efficient and effective system operation.
6. Performs related plumbing, electrical, carpentry, and general maintenance work necessary to support HVAC system installation, maintenance, and repair.
7. Reads and interprets plans, specifications, blueprints, schematics, and technical documentation related to HVAC systems and projects and performs work in accordance with applicable codes and safety requirements.
8. Follows established safety procedures and properly uses tools, equipment, diagnostic devices, and required personal protective equipment.
9. Performs other duties as assigned.

REQUIREMENTS:

1. Education /Background:

REQUIRED:

- a. High school diploma or GED and a minimum of five (5) years of related experience in the installation, maintenance, troubleshooting, and repair of heating, ventilation, air conditioning, and refrigeration systems; or
- b. An equivalent combination of relevant education, technical training, apprenticeship, and experience.
- c. EPA Section 608 Universal Technician Certification

PREFERRED:

- d. Additional HVAC-related journeyman licenses, certificates of competence, technical certifications, or other recognized industry credentials.

2. Knowledge, Skills, and Abilities:

- a. Knowledge of the principles, methods, and practices used in the operation, maintenance, troubleshooting, and repair of commercial heating, ventilation, air conditioning, refrigeration, and related mechanical systems.
- b. Knowledge of HVAC controls and related electrical and plumbing systems necessary to perform HVAC installation, maintenance, and repair.
- c. Knowledge of applicable codes, safety practices, and the proper use of HVAC tools, equipment, and diagnostic devices.
- d. Skill in troubleshooting and repairing HVAC, refrigeration, mechanical, electrical, and control system issues.
- e. Skill in reading and interpreting plans, blueprints, schematics, specifications, and technical documentation.
- f. Ability to work independently, respond to changing priorities, follow written and oral instructions, and establish and maintain effective working relationships.

3. Working Conditions/Physical Demands (With or Without Accommodations):

- a. Work is performed in indoor and outdoor environments and involves exposure to changing environmental conditions, extreme temperatures, dirt, dust, fumes, smoke, odors, loud noise, occupational hazards, and potentially hazardous materials and situations.
- b. Requires strenuous physical activity, including lifting, pushing, and pulling objects weighing more than 50 pounds.
- c. Work requires adherence to established safety procedures and may require the use of personal protective equipment.
- d. Typical work schedule is five (5) eight-hour days per week, Monday through Friday, between the hours of 6:00 a.m. and 5:00 p.m., based on departmental staffing requirements.
- e. Requires response to after-hours emergencies, reporting for the regularly assigned shift during emergency campus closures, and additional hours or days based on operational needs.
- f. Requires operation of a university vehicle in the performance of assigned duties.

4. Collective Bargaining Status: This position is part of a collective bargaining unit upon completion of the 90-day trial period.

5. Other Requirements:

- a. Requires a valid driver's license.
- b. Must complete Defensive Driving Course within six (6) months of hire.
- c. Must obtain the required annual refrigerant certification within ninety (90) days of hire, if not current, and annually thereafter.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)