

Job Description

Title: Building Maintenance Tech/HVAC&R **Department:** Maintenance

Date Effective: 1/18/19

Document title: BuildingMaint Tech

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Mgr. Approval: AR LL

Job Summary

This position is a blend of Industrial Building Maintenance and Repairing/Maintaining HVAC&R Equipment.

Key Areas of Responsibility

HVAC&R (Heating, Ventilation, Air Conditioning and Refrigeration)

- Repair or service heating, ventilating, and air conditioning (HVAC) systems to improve efficiency, such as by changing filters, cleaning ducts, or refilling non-toxic refrigerants.
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Repair or replace defective equipment, components, or wiring.
- Repair and/or service steam heating systems and chiller units.
- Discuss heating or cooling system malfunctions with users to isolate problems or to verify that repairs corrected malfunctions.

Facilities and Maintenance Functions

- Perform preventative maintenance on Fire Systems
- Snow removal/Plant appearance
- Maintain company vehicles
- Maintain and support building infrastructure needs
- Support maintenance team as needed in other departments; i.e. Mechanics, E/I team, Welders
- Perform other duties as requested or required

Reporting Relationships

- ☒ Individual Contributor Reports to (position): Maintenance Planner Supervisor
- ☐ Working Supervisor
- ☐ Manager (hire/fire/discipline authority for 2+ employees)

Formal Education / Certification Requirements – Essential Functions

- High School or GED.
- MA Refrigeration Technician License
- MA Electrical License
- 3-5 years related work experience required.

Competencies:

- **Written Communications:** Ability to communicate clearly and effectively in written English with internal & external customers.
- **Oral Communications:** Ability to comprehend and converse in English to communicate effectively with staff.
- **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in the technical area.
- **Customer Service:** Ability to provide a high level of customer service to staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

Travel Requirements

Not required

Physical Requirements / Working Conditions

- Complete new hire safety orientation.



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- High school graduate or GED preferred.
- Ability to work independently with little direction.
- Communication and information sharing to ensure safe working conditions.
- Comfortable working in a dirty work environment.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. The physical requirements will be described on a supplemental Occupational Worksheet and are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made upon request.

To be completed by HR:

Job Code:	FLSA Status: Exempt	Completed by: K Sullivan
EEO Code:		Date finalized:

