



JOB DESCRIPTION



INFORMATION

Job Title	<i>HVAC Technician</i>	EEOC Job Classification	Craft Workers
		FLSA Classification	Non-exempt Full-time: 40 hours/week
Department	Maintenance	W/C Classification	9101 – Labor
Reports To	Maintenance Supervisor	Compensation	\$30.00 - \$35.00/hour

SUMMARY

Advance the mission and vision of TMUS by inspecting, maintaining, troubleshooting, repairing heating, ventilation, air-conditioning, refrigeration, and related mechanical systems throughout The Master's University campus and university-owned properties. This position supports a diverse portfolio of facilities, including academic and administrative buildings, residence halls, apartments, and university-owned homes. The HVAC Technician performs preventive maintenance, responds to service requests and emergencies, diagnoses equipment problems, completes repairs, maintains accurate service records, and works with Maintenance staff and outside contractors to ensure that campus HVAC systems operate safely, efficiently, and reliably.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspect, maintain, troubleshoot, repair, and service HVAC systems and related mechanical equipment throughout campus facilities, including academic buildings, administrative offices, residence halls, apartments, and university-owned homes.
- Perform preventive and scheduled maintenance on heating, ventilation, air-conditioning, refrigeration, and related systems to ensure safe, reliable, and efficient operation.
- Diagnose HVAC problems using appropriate testing equipment, meters, gauges, and diagnostic tools and determine the appropriate repair or corrective action.
- Repair, replace, and adjust HVAC components, including compressors, motors, belts, bearings, thermostats, controls, valves, pumps, filters, coils, electrical components, refrigerant components, and ductwork.
- Maintain and troubleshoot central HVAC systems, split systems, package units, heat pumps, furnaces, air handlers, exhaust fans, thermostats, and other mechanical equipment as applicable to campus facilities.
- Monitor and adjust building temperature, ventilation, and indoor environmental conditions to support the comfort and safety of students, employees, residents, and guests.
- Respond to HVAC service calls and emergency maintenance requests, including after-hours calls when required, and prioritize issues based on safety, facility needs, and impact on occupants.
- Perform repairs and maintenance in occupied residence halls and university housing, maintaining appropriate professionalism, cleanliness, and respect for residents' privacy and property.
- Maintain accurate service records, work orders, equipment information, maintenance logs, and parts/material usage in the university's maintenance system.
- Identify equipment requiring replacement or major repair and communicate recommendations, estimated needs, and potential concerns.
- Assist with HVAC installations, equipment replacements, renovations, and construction projects, including coordinating with contractors when assigned.

- Work with outside HVAC contractors and service providers as directed, including providing access, identifying equipment, monitoring work, and verifying completion of assigned work.
- Maintain appropriate refrigerant handling, recovery, and disposal practices and comply with applicable federal, state, and local requirements.
- Follow all applicable OSHA, environmental, electrical, mechanical, and university safety procedures, including appropriate lockout/tagout and personal protective equipment requirements.
- Maintain a clean and safe work area and properly secure tools, equipment, refrigerants, chemicals, and other materials.
- Maintain an appropriate inventory of HVAC parts, supplies, tools, and equipment, identifying items that need to be reordered.
- Assist other maintenance staff with general maintenance, emergency response, and campus projects when HVAC work is not required.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow specific instructions and procedures.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to work independently and as part of a team.
- Valid California Class C Driver's license required with clean driving record.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required, associates or bachelor's degree preferred.
- Completion of an HVAC/R training program, technical school program, apprenticeship, or equivalent combination of education and relevant hands-on experience.
- Two-years' experience in HVAC operation and maintenance, experience working in a university, school, hospital, hotel, residential, or other multi-building facilities environment preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

- Frequently stand, walk, bend, kneel, stoop, climb, reach, and work in confined or awkward spaces.
- Lift, carry, push, and pull tools, equipment, parts, and materials weighing up to 50 pounds.

- Work from ladders, lifts, rooftops, mechanical rooms, crawl spaces, attics, and other areas associated with HVAC equipment.
- Work indoors and outdoors and in varying temperatures and weather conditions.
- Work around electrical equipment, moving mechanical components, refrigerants, chemicals, dust, noise, and other occupational hazards while following required safety procedures.
- Possess sufficient vision, hearing, manual dexterity, and physical mobility to safely perform HVAC inspection, maintenance, troubleshooting, and repair duties.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.