

# Rowan University SOM

**Job Title: HVAC/R Mechanic I**

**Department: Facilities Operations– Stratford**

**Facility: School of Osteopathic Medicine**

**Reports To:**

**Approved by:**

**Approved Date:**

## **SUMMARY**

Perform a variety of maintenance repairs and replace HVAC/Refrigeration equipment using diagrams, sketches, and operation manuals or manufactures specifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Operates, maintains and repairs heating, ventilation and air conditioning and refrigeration equipment, including hot water boilers.
2. Respond to HVAC/R trouble calls within facility using hand and power tools and analyzing measuring and testing instruments.
3. Performs routine preventive maintenance on machinery and HVAC/R equipment.
4. Inspects and tests HVAC/R equipment components, controls, regulators, motors, compressors, pipping and all HVAC/R system end devices such as valves, relays, regulators, compressors, strainers, dampers, damper operators, etc.
5. Install, replace and repair HVAC/R equipment component controls, regulators, motors, compressors, pipping, refrigeration, cabinets, doors and hardware and varied storage compartments, including seals, gaskets, locks, hinges, insulation replacements, oils, grease, all HVAC/R end devices, air filters and performs other maintenance duties on movable parts.
6. Prepares the required records, reports and work orders, pertaining to HVAC/ equipment, refrigerant materials used, work performed, and time spent.
7. Services all refrigerant appliance and equipment, refrigerators, freezers, room and commercial air conditioning equipment, ice makers, and drinking water coolers, troubleshoots and makes necessary repairs, utilizing knowledge of test and reclaiming equipment, as defined by EPA 40-CFR.
8. Ensures that HVAC/R equipment and systems kept clean and orderly.
9. May assign layout and guide HVAC/R work for helpers and mechanics.
10. Keeps work areas clean and orderly.
11. Performs other Facility related duties s required, which may include, but are not limited to snow removal and/or other related facility duties.
12. Understands and adheres to all applicable Rowan SOM compliance standards as they appear in all relevant corporate compliance, code of conduct, and conflict of interest policies.
13. Must possess and maintain a valid driver's license.
14. Interacts with persons of all ages in a diverse, multicultural environment with respect and consideration.
15. Performs final check and clean up at the end of shift.
16. Performance must exhibit good customers service skills and teambuilding by cultivating and maintaining rapport with customers and co-workers.
17. Presents a clean uniform appearance.
18. Keeps records of equipment, materials used, work done, and time spent.
19. Performs other related duties as assigned.
20. Must be able to work with all electrical voltages including 120/208, 277/480.

21. Must practice all safety when working on equipment including Lockout Tag out procedure.
22. Experience with Building Automation Systems I.E. Metasays and automated logic.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, experience and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**EDUCATION and/or EXPERIENCE:** Technical school diploma or equivalent level of knowledge plus (5) years' experience in the operation and maintenance of varied types of modern HVAC, and refrigeration equipment in an industrial, educational or health care facility. Basic knowledge of blueprint reading and the ability to read and interpret schematic drawings is required through knowledge of local, state and national codes. Must have an EPA certificate, 40-CFR, Part 82, Subpart F., Universal Certification. Valid New Jersey black seal boiler operator's license is required 180 days after hire date. Onsite boiler operator's training is available to the successful candidate.

**PHYSICAL DEMANDS:** This position requires the individual to stand, walk, use hands to handle or feel, to reach with hands and arms and climb or balance up to 2/3 of the time; to sit, stopper, kneel, crouch, or crawl, to talk or hear and to taste or smell less than 1/3 of time; to lift a weight or exert force from 10-25 pounds up to 2/3 of the time, from 50 pounds to over 100 pounds less than 1/3 of the time. Ability to perform physical labor without restrictions, including lifting equipment in excess of fifty (50) pounds, performing work on roofs, scaffolding and ladders. The position requires close, distance and color vision, peripheral vision and depth perception as well as the ability to adjust focus.

**WORK ENVIRONMENT:** The position requires that the individual work in wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat or cold ( non-weather), risk of electrical shock and vibration up to 2/3 of the time; to risk of radiation less than 1/3 of the time. Moderate noise is typical for the work environment of this job.

Please send any inquiries to [employment@rowan.edu](mailto:employment@rowan.edu)