



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>HVAC Assistant/General Maintenance</i>	<b>EEOC Job Classification</b>	Craft Workers
		<b>FLSA Classification</b>	Non-exempt Full-time: 40 hours/week
<b>Department</b>	Plant Operations	<b>W/C Classification</b>	9101 – Labor
<b>Reports To</b>	Maintenance Supervisor	<b>Compensation</b>	\$25.00 - \$28.00/hour

## SUMMARY

Advance the mission and vision of TMUS by performing non-technical maintenance of plumbing, electrical, heating, ventilating, and/or air conditioning facilities and equipment, at a level not requiring formal licensure. May be required to perform tasks of other unlicensed trades, such as a light equipment operator, carpenter and/or painter.

## ESSENTIAL JOB FUNCTIONS

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

- Know the locations of all HVAC equipment and how they relate to each building.
- Maintain and repair all HVAC equipment and components to manufacture recommendation, i.e. valves, motors, belts, bearings, filters, and lubrication etc.
- Be able to start, stop, seek status or change conditions on HVAC systems.
- Inspect equipment, identify and repair any potential problems.
- Complete and close out Work Orders as assigned.
- Reading and interpreting blueprints to assess or plan HVAC coverage.
- Handling customer queries and responding to call outs.
- Troubleshooting and resolving problems.
- Ensure proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- In coordination with management, assigns to and tracks corrective and preventive maintenance tasks given to subordinate plumbers.
- Perform non-HVAC miscellaneous related duties and help other technicians as needed.

## 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 use hand and power tools applicable to trade.

- Ability to read, understand, follow, and enforce safety procedures.
- Knowledge of one or more building trades.
- Good working knowledge of water supply, heating, and ventilation systems.
- Proficiency in reading blueprints and using plumbing tools.
- Records maintenance skills.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent required.
- Two-years' experience in HVAC operation and maintenance.

## **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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.
- 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.