



Wofford College

Facilities HVAC Mechanic

Wofford College invites applications for a facilities HVAC mechanic. Under the general supervision of the mechanical supervisor, this position has primary responsibility to maintain the college's varied commercial HVAC and plumbing systems.

The facilities HVAC mechanic is a full-time, non-exempt position. Normal expected hours are 40 per week. The normal work hours are 7 a.m. to 4 p.m. Monday through Friday, and this role is expected to be on call on a rotating basis. On call hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Occasional evenings or weekends will be required contingent upon need.

KEY RESPONSIBILITIES

HVAC and plumbing (80 percent)

- Monitor, inspect, maintain, troubleshoot and repair HVAC equipment and systems as appropriate. Diagnose issues with equipment; perform repairs, refrigeration issues, oil and grease machinery, change filter media, other repairs, work with pumps and electric motors, mini-split units, package units, large and small boilers and exhaust systems.
- Independently carry out scheduled and unscheduled maintenance and routine repairs of HVAC units, specialized cooling towers, air handling units, ventilating fans, and circulating pumps.
- Monitor, inspect, maintain and repair gas furnaces, electrical heating equipment and timer settings as appropriate.
- Monitor and inspect thermostats. Calibrate or repair as necessary.
- Inspect, maintain and make routine repairs to humidifiers, dehumidifiers and one-room residential type air conditioners.
- Monitor, maintain and make routine repairs to the air compressor system for SRC HVAC temperature controls. Maintain PSL air compressors for shop pneumatics and well pressure system. Change and rebuild valves, change belts, oil and filters as required.
- Diagnose and troubleshoot plumbing and/or water or flooding issues. Make plumbing repairs and/or replace fixtures, unclog drains, and repair leaks.
- Assist physical plant personnel with plumbing and/or related projects.

Other Duties as Assigned (20%)

- Participate in related activities and events to promote or contribute to the college's mission. This may include serving on elected, appointed or delegated committees; and special projects or assignments as well.
- Stay abreast of current trends in HVAC and plumbing and attend trainings, seminars or updates as required or assigned.
- Perform other duties as assigned.

QUALIFICATIONS

Qualified candidates will have a varying combination of the knowledge and skills from the following:

- Training and/or working knowledge and experience in maintaining and performing standard repairs to air and water-cooled HVAC systems and equipment, including but not limited to commercial cooling towers, rooftop units, condensers and window air conditioners.
- Training and/or working knowledge of air compressor systems and their maintenance.
- Knowledge and/or experience in repairing standard commercial electrical wiring systems, fixtures and components; repairing and maintaining plumbing fixtures and sanitary systems.
- Skilled knowledge and use of facilities equipment and supplies.
- The successful applicant will be expected to be in tight spaces, crawling or climbing; and will be exposed to uncomfortable temperatures, either hot or cold, at times.
- Physical Requirements: Non-acrophobic; required to lift and carry 50 pounds on a routine basis.
- The successful applicant will be expected to drive throughout campus at times, whether by golf cart or Wofford vehicle, and must possess a valid driver's license.

APPLICATION

Application materials can be submitted electronically to Mechanical Supervisor Stephen Herbert at herbertsc@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references.

Salary will be commensurate with experience. Wofford College provides a competitive benefits package that includes employer contributions to retirement savings, employer premium contributions to comprehensive major medical insurance, disability insurance, and other accompanying fringes.

EEO STATEMENT

Wofford College values diversity within our students, faculty, and staff, and takes intentional measures to recruit, develop, and retain the most talented people. Wofford does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation,

transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

Wofford College will provide reasonable accommodations for qualified individuals. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX Coordinator and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov / <http://www.ed.gov/ocr>