Princeton Theological Seminary
Job Description – CRW HVAC / Maintenance Technician

Summary:
The CRW HVAC / Maintenance Technician will troubleshoot, diagnose, repair and maintain all air handling units, heat pumps, filters, controls, and replace when necessary. Along with being able to assist and or complete various tasks needed for general apartment maintenance on campus.

Essential Duties and Responsibilities:

1. Needs to demonstrate safe work habits and proper care of tools and equipment.
2. Needs to be able to read, complete and create work orders on a tablet.
3. Work shall be done in a neat and orderly fashion and be able to clean up after themselves.
4. Must be able to perform work in a timely fashion with little or no supervision.
5. Troubleshoot, diagnose, repair and test various HVAC equipment.
6. Needs to be accountable for equipment, material, tools and vehicle at all times.
7. Assist and or execute various tasks during the day on site to complete service calls that arise other than just HVAC issues.
8. Can remove, install and troubleshoot apartment appliances as needed.

Position Requirements

1. Must be a minimum of 18 years of age.
2. Have and maintain a current, valid Driver’s License in good standing.
3. Work in all elements of weather.
4. Be able to go up and down stairs daily.
5. Be able to be on your feet or knees for an extended period of time.

6. Communicate and process good verbal and written communication skills in English.

7. Carry fifty (50) pounds of tools, materials, or equipment.

8. Must always practice safety when alone and working with others.

9. Have knowledge of basic plumbing and electrical skills to facilitate repairs as needed.

10. Have a firm troubleshooting ability for quick and effective resolution for emergency issues from residents.

11. Have a courteous, positive, and respectful manor toward fellow employees and residents.

12. Provide care for all PTS property and buildings at all times.

13. Attend educational and training classes when required.

14. Be able to maintain heat pumps, commercial roof top units as well as knowledge of geothermal systems of which are utilized on the premises.

15. Be able to be on call after hours with rotation of other PTS employees.

Skills:

1. Have good adaptivity and troubleshooting skills.

2. Have clear communication with others.

3. Operate and work from mechanical personnel lifts, electric or gas powered.

4. Keep a positive approach for each task that may arise.

5. Have a clear focus on maintaining time and attendance.

Physical Function:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach overhead.
2. Lift arms above shoulder level.

3. Lift a minimum of fifty (50) pounds.

4. Climb ladders (all types)

5. Be able to wear all (PPE). Personal Protection Equipment.

6. Complete overhead work for an extended period of time.

7. Good vision and hearing. (Normal or corrected)

Comments:

The above description covers the principal duties and responsibilities of this position. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day operations.

The Seminary reserves the right to change, adjust, or amend this job description at any time with or without notice.