

**Vincennes University**  
**Heating and Air Maintenance Associate**  
**Physical Plant**

**POSITION:** Exempt/Non-Exempt/Faculty

**INTERNAL JOB TITLE:** Heating and Air Maintenance Associate

**EXEMPT STATUS:** Exempt/Non-Exempt

**REPORTS TO:** Skilled Trades Supervisor

**DEPARTMENT(S):** Physical Plant

**DIVISION/AREA:** Financial Services

**PRIMARY FUNCTION:** Maintenance and repair of Vincennes University heating & cooling systems

**Minimum Qualifications:** High School Diploma or G.E.D., Valid Driver's License, Clean driving record, Must possess a Universal Refrigeration License.

**Essential Duties and Responsibilities:**

- Computer Skills – ability to monitor control systems
- Communications – ability to communicate verbally and in writing with supervisor and co-workers

**Responsibilities:**

- Installation, troubleshooting, and repair of air conditioning, ventilation, and heating.
- Repair of refrigeration equipment including walk in coolers, commercial kitchen cooking equipment, and ice machines
- Maintenance, repair, and PM of fan units, motors, valves, dampers, condensers, compressors, etc.
- Periodic cleaning of ice machines and condensers.
- Inspects, repairs, and responds to calls on weekends and after hours.
- Works independently and with all Physical Plant personnel installing and maintaining equipment.
- Helps with all University Events.
- Other duties, within the Physical Plant as assigned.

**Position Requirements:**

- Individuals with three years documented experience in the Air Conditioning and Refrigeration trade will receive maximum consideration.
- Interpret and work from sketches, drawings, and blueprints; interpret schematics and follow both verbal and written instructions.
- Understand and follow all safety procedures and use of safety equipment.
- Maintain a positive working relationship with co-workers, faculty and staff, students, contractors and the general public.
- Experienced and comfortable working in heights, on scaffolding, ladders, roof tops, and lifts.
- With appropriate training, ability to work in confined spaces.
- Able to respond to emergency situations and will be required to perform building checks during weekends/holidays on a rotation basis, and carrying/responding to on call cell phone calls.
- Skilled in safe operation and use of tools, chemicals, materials, and equipment of the Air Conditioning and Refrigeration trade.
- Knowledge of single and three phase electricity.
- Must be able to silver solder copper fittings.
- Experience with heating, ventilating, plumbing, and boiler equipment and operations desirable.
- Provide instruction to assistants and assist with training of new co-workers.

**Physical Demands:**

- Standing, bending, climbing, carrying, reaching, handling, and use of fingers 50% or more of the work day. Works off scaffold, ladders, personal lifts, roof tops, etc.
- Regular attendance is required for this position. Actual schedule is contingent upon the needs of the Department and Vincennes University.
- Works both indoors and outdoors, occasionally under inclement weather conditions.
- Works in close proximity to electrical/HVAC equipment.
- Occasionally lifting 50-100 pounds and over.

Applicants should submit a cover letter, resume and contact information for three references to Vincennes

University, 1002 North First Street, Vincennes, IN 47591 or email to [jobs@vinu.edu](mailto:jobs@vinu.edu). Deadline for first consideration is Month/Day/Year. Final deadline is Month/Day/Year. Interviews may be held concurrently with the application period.

Vincennes University is committed to diversity in the college community

AA/EOE