Nipissing University
JOB DESCRIPTION

JOB TITLE: HVAC and Building Systems Technician

DEPARTMENTS: Facility Services

CLASSIFICATION: Technologist D

WAGE GRADE: WG 90

EMPLOYMENT DEFINITION (STATUS): Full-time Support Staff

SUPERVISOR: Manager, Projects and Contracts

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Projects and Contracts, the Heating, Ventilation, and Air Conditioning (HVAC) and Building Systems Technician is responsible for the installation, inspection, maintenance, troubleshooting, and repair of complex HVAC and related building systems across university facilities. The Technician applies specialized technical knowledge to assess system performance, diagnose operational issues, support building automation and energy management initiatives, and contribute to preventative maintenance planning. This position serves as a technical resource on HVAC systems and equipment, supports safe and efficient building operations, and may be required to respond to emergency situations through on-call availability.

DUTIES & RESPONSIBILITIES:

General Maintenance: (45%)

- Perform scheduled preventative maintenance on HVAC systems and components, including rooftop units, fans, coils, and pumps, using technical judgment to identify performance concerns and address issues before they affect building operations
- Diagnose and repair issues in heating, ventilation, and air conditioning (HVAC) systems, including identifying root causes and determining appropriate corrective action
- Install and repair systems and components, including electric and gas hot water heating equipment, in accordance with applicable codes, standards, and safe work practices
- Complete routine servicing of HVAC equipment, including replacing filters, cleaning coils, repairing drive belts, and lubricating components to maintain system efficiency and reliability
- Assess and complete adjustments and minor repairs to related plumbing and electrical systems to support safe and reliable operation of HVAC equipment.
- Maintain accurate records of work performed, equipment service logs, and maintenance schedules to support preventative maintenance planning, compliance, and continuity of operations
- Assess, prioritize, and respond to work orders based on urgency, operational impact, safety considerations, and available resources

Annual/Preventative Maintenance: (30%)

- Support the development, implementation and ongoing refinement of preventative maintenance programs to improve equipment reliability, reduce service disruptions, and support efficient building operations
- Monitor, assess and adjust building automation and energy control systems supporting efficient system performance, occupant comfort, and energy management objectives
- Maintain accurate maintenance logs, service records, and repair status documentation to support preventative maintenance planning, compliance, and continuity of operations

Operational Support and Safety: **(15%)**

- Participate in meetings, training sessions and technical discussions to support service planning, system knowledge, and continuous improvement
- Maintain tools, equipment and work areas in safe working order to support reliable service delivery and compliance with safe work practices
- Interpret blueprints, schematics, and technical documents and equipment documentation to support troubleshooting, maintenance planning, installation work, and system repairs
- Support budget tracking and inventory monitoring, and procurement-related activities by maintaining accurate information on supplies, parts, equipment needs, and usage
- Apply workplace health and safety practices and regulatory requirements in the completion of work, including identifying and addressing safety concerns within the scope of the position
- Communicate with employees, management, and other departments to assess building services concerns, explain technical issues, and support timely resolution of operational needs or special requests

Sustainable Energy and System Optimization: **(10%)**

- Support the planning, implementation, and evaluation of energy-efficient projects by providing technical input on HVAC systems, building automation, and related equipment performance
- Support commissioning, integration, and ongoing operation of renewable and sustainable energy systems by assisting with system testing, performance monitoring, and troubleshooting
- Provide user training on automation systems, when necessary to support effective system use and response to operational needs
- Support budget tracking and supply inventory by monitoring parts, materials, equipment needs, and usage to assist with planning, purchasing, and continuity of service
- Provide technical advice and guidance in the selection, installation, servicing, and operation of equipment and devices used for research and building operations, based on knowledge of available building systems and service

Any other duties as assigned.

QUALIFICATIONS:

Education: HVAC Technician Diploma or Certificate from an accredited technical school, including a Refrigeration and Air Conditioning Mechanic (313A or 313D) or equivalent, and G1 or G2 Gas Technician License in good standing with TSSA.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Five (5) years of relevant HVAC or mechanical systems work experience
- Experience with commercial and institutional HVAC systems
- Ability to read technical manuals, schematics, and blueprints
- Familiarity with Building Management Systems (BMS)
- Familiarity with electronic and pneumatic controls
- Ability to work as a team member and with minimal supervision
- Good understanding of WHMIS and Health and Safety regulations
- Basic computer skills, including a working knowledge of email
- Valid Ozone Depletion Prevention Certificate
- Valid Ontario Class G Driver's License
- WHMIS Training Certificate
- Standard First Aid and Level A CPR Certificate
- Must be bondable and required to provide a Vulnerable Sector Check as a condition of employment (i.e., not have been convicted of a criminal offence for which a pardon has not been granted)

POSITION RELATIONSHIPS:

Supervised by: Manager, Projects and Contracts

Internal Contacts: Faculty, staff, students

External Contacts:

- Canadore College Physical Resources Staff
- Contractors
- Guests
- User groups
- Vendors

MATERIALS UTILIZED:

- Hand and power tools
- Office equipment, telephone, computer
- Ladders
- HVAC specific equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Sustained moderate physical exertion, including working in awkward positions
- Bending, kneeling, reaching, squatting, twisting, and climbing
- Carry moderate to heavy objects (over 35 lbs.)
- Ability to perform work in confined and elevated spaces
- May deal with difficult people with respect to building service issues
- Exposure to noise, fumes, and extreme temperatures (indoor/outdoor environments)
- Variable work hours including weekends, evening, and on-call emergencies

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

_____
Employee Name (please print)

_____ _____
Employee Signature Date

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Approvals

_____ _____
Supervisor Date

_____ _____
Human Resources Date