

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Heating, Ventilation, and Air Conditioning (HVAC) Technician
DEPARTMENTS:	Facility Services
CLASSIFICATION:	Technologist C
WAGE GRADE:	WG 80
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) Technician will install, inspect, maintain, troubleshoot, and repair HVAC systems across university buildings. The Technician will ensure systems operate efficiently, safely, and in alignment with sustainability and energy management initiatives, including building automation systems. Responsibilities include diagnosing issues, performing preventative maintenance, and serving as a resource for knowledge and advice on building systems and equipment. The role may require on-call availability for emergency situations.

DUTIES & RESPONSIBILITIES:

General Maintenance: **45%**

- Perform scheduled preventative maintenance on HVAC systems and components (including rooftop units, fans, coils, and pumps)
- Diagnose and repair issues in heating, ventilation, and air conditioning (HVAC) systems
- Install and repair systems and components (including electric and gas hot water heating)
- Perform adjustments and minor repairs to related systems (including plumbing and electrical)
- Replace filters, clean coils, repair drive belts, and lubricate components
- Maintain accurate records of work performed, equipment service logs, and maintenance schedules
- Prioritize and respond to work orders

Annual/Preventative Maintenance: **30%**

- Develop and implement preventative maintenance programs
- Monitor and optimize building automation and energy control systems
- Maintain logs and documentation on maintenance activities and repair status

Operational Support and Safety: **15%**

- Participate in meetings and training sessions
- Maintain tools and equipment in safe working order
- Read and interpret blueprints, schematics, and technical documents
- Support budget tracking and inventory
- Follow workplace health and safety practices and ensure compliance with regulations
- Communicate with employees, management, and other department to address any concerns or special requests

Sustainable Energy and System Optimization:

10%

- Assist in developing and implementing energy-efficient projects
- Support commissioning and integration of renewable and sustainable energy systems
- Provide user training on automation systems, when necessary
- Support budget tracking and supply inventory management
- Provide advice and direction in the selection, installation and services for equipment and devices used for research and building operations using technical knowledge of available building services.

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, Experience, Knowledge & Skills Required:

- Minimum 4 to 6 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 Criminal Record Check/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)

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

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

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