



POSITION DESCRIPTION

Position Title: **HVAC Technician**

School of: **Facilities**

Classification: **Maintenance Tradesperson 3**

Supervisor's Title: **Engineering Services Manager**

POSITION SUMMARY

The HVAC Technician is responsible for the maintenance, repair, and optimization of heating, ventilation, air conditioning, and refrigeration systems at all Assiniboine College campuses. The role involves performing preventative maintenance, troubleshooting and repairing equipment, optimizing system performance, and ensuring compliance with environmental and safety regulations.

RESPONSIBILITIES AND ACCOUNTABILITIES

- ▶ Conduct regular preventative maintenance on HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) equipment to reduce operating costs and ensure maximum up time.
- ▶ Diagnose and repair HVACR equipment including but not limited to refrigerators, freezers, and equipment rooms to protect sensitive equipment, maintain comfort, and ensure proper product storage for College's programs and vendor partners.
- ▶ Collaborate with Power Engineers to optimize HVACR systems and operating sequences for efficiency and cost reduction.
- ▶ Provide equipment assessments to support lifecycle planning, maintenance, and upgrades, minimizing overall facility operating costs.
- ▶ Coordinate with College clients, trades, and contractors to repair and maintain HVACR equipment while balancing priorities and schedules.
- ▶ Use the CMMS (Computerized Maintenance Management System) to prioritize and manage HVACR maintenance tasks.
- ▶ Safely reclaim and handle refrigerants in compliance with environmental regulations and sustainability goals.
- ▶ Remove and recycle faulty HVACR equipment and install replacements to support operations and long-term renewal cycles.
- ▶ Troubleshoot and diagnose equipment issues using Building Management System.
- ▶ Perform other duties as assigned.

KEY RELATIONSHIPS

- ▶ Internal and external customers of the college including students.
- ▶ May supervise contracted individuals, casual/summer students, or employees (as determined by the College).

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Knowledge:

- ▶ Journeyman Red Seal Refrigeration HVAC Technician certification.
- ▶ Manitoba Gas Fitter's "B" License (minimum requirement).
- ▶ Limited Electrical Class M License (minimum requirement).
- ▶ Manitoba Ozone Protection Industry Association (MOPIA) Certification.
- ▶ At least five (5) years of experience in servicing, installing, and troubleshooting refrigeration, heating, and air conditioning systems and components, including but not limited to: chillers, boilers, air handling units, fan coils, heat pumps, gas equipment, unit heaters, commercial kitchen equipment, air dryers, air compressors, and packaged air conditioning systems.
- ▶ Minimum five (5) years of experience with commercial building heating and cooling systems.
- ▶ Experience in building automation systems is an asset.
- ▶ Knowledge of control systems such as Direct Digital Controls (DDC), Programmable Logic Controllers (PLC), Variable Frequency Drives (VFD), and pneumatic systems, with the ability to troubleshoot and perform diagnostics on electronic and solid-state devices, is preferred.
- ▶ Valid Class 5 Driver's License.

Skills:

- ▶ Excellent verbal communication, presentation and customer service skills required to interact effectively with stakeholders.
- ▶ Strong relationship-building abilities to foster trust and collaboration among internal and external stakeholders.
- ▶ Strong active listening, problem-solving and critical thinking skills to assess and address complex equipment issues.
- ▶ Strong oral and written communication skills.
- ▶ Ability to work independently with minimal supervision.

OTHER COMMENTS

Physically capable of performing all position responsibilities and able to lift 50 pounds.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____