

Westminster College

POSITION VACANCY

HVAC Technician

The ideal candidate for this role should possess the skill set to maintain, troubleshoot, repair, operate, and optimize all types of heating, ventilation, air conditioning, refrigeration systems, and control systems. This position requires the incumbents to develop a working knowledge of campus HVACR systems, the Physical Plant work order system, Building Automation System and have the willingness to learn and follow the Colleges safety policies and procedures.

Required Skills

- Ability to troubleshoot electrical components of large refrigeration and air conditioning systems
- Ability to read blueprints and interpret electrical schematics, controls schematics and mechanical drawings
- Ability to repair or replace refrigeration compressors and system components; possess an in-depth understanding of the refrigeration cycle; ability to use a vacuum pump and recovery unit for making repairs; ability to recover and re-charge refrigeration systems with refrigerant; ability to repair or replace ice machine parts.
- Ability to repair and maintain chillers, cooling towers, heat pumps and Geothermal systems.
- Ability to perform repair or replacement pneumatic control systems and equipment; possess an in-depth understanding of air compressors and knowledge of repair procedures, knowledge of pneumatic controls, pneumatic thermostats and related control devices.
- Possess an in-depth understanding of the heating cycle and sequence of operation of related equipment; ability to troubleshoot, service and repair: steam, gas and hydronic heating systems
- Ability to perform repair or replacement of electronic digital control systems; possess an in-depth understanding of programming and servicing building automation controls
- Demonstrated understanding of how to adjust settings or logic from a laptop or a workstation; able to isolate and repair failed components and calibrate systems
- Ability to perform repair and maintenance of ventilation equipment; possess an in-depth understanding of how a ventilation system works and be able to troubleshoot, balance an air distribution system.
- Additional duties as assigned.

Physical Requirements

(Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation.)

- Ability to Lift up to 50 lbs.
- Ability to climb at least the height of 40 feet
- Stooping, walking, standing, crouching in very confined areas daily.
- Climbing ladders, scaffolds, platforms at various heights and levels daily.

Minimum Qualifications

High School diploma and five (5) years of experience in heating, ventilation, air conditioning, and refrigeration trade; or any combination of experience and education that provides the competencies necessary to successfully discharge the duties and responsibilities assigned to the position

- Possess an EPA Universal Certification required
- Possess general knowledge of computer systems and components
- Possess Computer skills with and understanding Microsoft Office, Excel and Outlook
- Possess a valid driver's license & operational cell phone

- Must own tools and vehicle that will be utilized for intra-campus use, pickup parts, etc.
- Must demonstrate ability to work with minimal supervision
- Must be organized and manage time effectively
- Effectively read, write, and follow verbal and written instructions
- Ability to collaborate in diverse teams to foster productive outcomes
- Provide background clearances under Act 153
- Manage maintenance contracts
- Manage inventory of parts and filters

Preferred Qualifications

- Ten (10) years of field experience in heating, ventilation, air conditioning, and refrigeration trade Technical School diploma in HVAC
- Be able to use a variety of electrical and mechanical test equipment
- Possess knowledge of computer operation for use on energy management system; Johnson Controls Metasys Program & Honeywell Niagara BMS

Qualified candidates should send a cover letter, resume and the names and contact information for at least three work related references by **July 31, 2026** to: januszjr@westminster.edu or by mail to Director of Facility Operations, Westminster College, 319 S. Market St., New Wilmington, PA 17172 Westminster College is an Equal Opportunity Employer.