



Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: HVAC Technician
Department: Physical Plant
Reports to: Manager of Building Systems

Responsibilities:

Anderson University seeks qualified applicants to serve as HVAC Technician responsible for the maintenance of University commercial heating and cooling systems in residential, academic, and office buildings. Includes boiler systems and chilled water systems. Perform general maintenance and repairs of campus HVAC systems. Maintain the campus systems in a cost-effective and functional manner at a reasonable cost. Assist other areas of the Physical Plant during high demand times.

Qualifications:

High School Diploma plus 2-3 years' experience. Must have a valid Indiana driver's license and EPA universal certification to handle refrigerant. Must have knowledge of repair maintenance and installation techniques. Must have experience in reading and understanding plans, schematics, and wiring diagrams. Must have experience in analyzing HVAC or refrigeration malfunctions from performance and test equipment reading and in determining appropriate repairs that are needed. Must have ability to effectively communicate, work without direct supervision and plan and organize work schedule to complete tasks in timely manner. Must have ability to use and knowledge of standard tools and equipment common to the trades areas listed above. Must demonstrate ability to meet physical requirements of the position including but not limited to bending, squatting, pushing, pulling, carrying, and moderate to heavy lifting. Must have verbal skills to effectively communicate with campus community and outside contractors in order to accomplish assigned work. Must have ability to use online technology to receive and respond to electronic work orders. Must have written communication skills to place orders, generate work orders, communicate via email as needed. Must meet Anderson University lifestyle expectations.

Position Available: Immediately

Benefits: Full Time – eligible for University Benefits.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](mailto:staffjobs@anderson.edu) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.