**Announcement No. 22-08US139**

**JOB OPENING ID: 18352**

### Internal/External
External

### Position Title
HVAC Mechanic

**Extended Deadline**

### TTC Title and Code
HVAC Mechanic FP043

### FTE
100%

### Position Information
Principal Work Location: UW-Stevens Point Main Campus, Maintenance and Materiel Building

**Supervisor:** Travis Olsen, Maintenance Superintendent

### University Staff Information
Pay Schedule-range: minimum $41,600.00, based on qualifications and experience

**Shift:** 7:00am-3:00pm, Monday-Friday. Evening, Weekend and Holiday hours will be required.

### Department
Facility Services

### University Description
Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

### Position Summary
Under the general direction of the Maintenance Superintendent of Facility Services, the incumbent as a HVAC Mechanic: installs, maintains, and repairs environmental control or refrigeration equipment to ensure proper operation within all facilities and buildings on the University of Wisconsin Stevens Point Campus. The incumbent of this position will be working in all buildings on campus. The incumbent of this position will maintain and repair the heating, cooling and ventilation of the Residential Halls. Facility Services is committed to the highest standard of customer relation’s principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, and fellow staff members and the supervisory team.

### Required Qualifications
- Must have and maintain EPA Section 601 Technical Certification for handling common refrigerants.
- Minimum of two years’ experience in HVAC/Refrigeration trade
- Demonstrated skill to logically analyze complex systems and resolve HVAC and Refrigeration related problems.
- Must be able to access work sites, including heights and confined spaces.
- Must have an understanding of preventative maintenance, its role in a comprehensive maintenance program, and the ability to perform preventative maintenance work as directed.
- Must have the ability to accurately trouble-shoot plumbing HVAC systems and refrigeration units
- Must have a thorough understanding and ability to plan methods and procedures required to complete installation and repair work on campus HVAC systems and refrigeration systems
- Must have a thorough understanding of the correct methods to connect pipes of similar and dissimilar materials (including brazing and soldering).
- Basic level competency of Microsoft Office applications (Word, Excel, Outlook, etc.).
### Preferred Qualifications
- Ability to maintain a valid Wisconsin drivers license (regular, Class D License).
- Previous work with electronic work order system
- Extensive knowledge of ultra-low freezers
- EPA 608 or 609 certification

### How To Apply
Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

### Anticipated Appointment Date
August 1, 2022

### Terms of Employment
This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our [Total Rewards page](#).

### Deadline
To ensure consideration, completed online applications must be received by end of day (11:59pm) on Wednesday, 6/26/2022. However, applications will continue to be accepted until the needs of the recruitment are met.

**Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:**
- Resume
- Contact information for three professional references

(Official Transcripts may be required of finalist)

Employment will require a criminal background check and pre-employment physical exam. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

### Position Contact
For additional information regarding the position, please call or email:
Travis Olsen, Maintenance Superintendent
Email: tolsen@uwsp.edu
Phone: 715-346-2339

### Human Resources Contact
If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606

### Special Notes
The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.
The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.