SHELTON STATE
COMMUNITY COLLEGE

POSITION: HVAC Manager

POSITION AVAILABLE: July 2018

REQUIRED

- High school diploma or GED
- Five (5) years working experience with HVAC-related building automation systems
- Type III Refrigerant Usage Universal Certification
- Experience in interpreting and working from technical sketches and blueprints
- Knowledge of occupational hazards and safety precautions (OSHA) of the HVAC trade
- Effective written and oral communication skills
- Must possess an insurable valid drivers' license

PREFERRED

- Associate Degree in HVAC or related technical field
- Three (3) years supervisory experience related to HVAC operations

SALARY SCHEDULE PLACEMENT: Range of $47,718-$61,655 based upon the Alabama Community College System Salary Schedule E1-1 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

JOB DUTIES AND RESPONSIBILITIES:

- Develop and implement short and long range goals for Facilities
- Install, alter, repair, maintain, and locate defects in a variety of HVAC equipment and systems
- Coordinate HVAC tasks with other maintenance personnel to complete projects efficiently and effectively
- Oversee air conditioning, heating, and ventilation repairs and maintenance as necessary to ensure safe and continuous operation of the system
- Assist with inventory of HVAC equipment and provide technical expertise when identifying parts for preventive maintenance inventory
- Coordinate preventive maintenance tasks as assigned and report result and needs to the Dean of Auxiliary Services
- Coordinate all HVAC work in compliance with occupational hazards (OSHA) safety requirements
- Obtain material safety data sheets (MSDS) for chemicals used in the HVAC units and assist the secretary in maintaining a file for reference during task performance
- Coordinate activities, schedule, and work orders with the Dean of Auxiliary Services
- Demonstrate the highest standards of confidentiality, ethics, loyalty, honesty, and integrity
- Establish and maintain positive working relationships with administrative, faculty, and staff personnel

- Demonstrate effective oral and written communication skills
- Understand and follow written and verbal instructions
- Must work well under pressure with others to meet deadlines
- Must possess skills in the care and use of standard tools, equipment and testing devices used in the HVAC trade
- Must complete assigned projects timely and systematically
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense for all in-person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of:
- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of high school diploma, transcripts, or GED that demonstrate the applicant meets the minimum education requirements.
- ✓ A copy of Type III Refrigerant Usage Universal Certification.
- ✓ A copy of valid driver's license.

Application materials must be mailed, emailed, or hand delivered to:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **June 27, 2018 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:

Meeting Minimum Requirements: For all positions on Salary Schedules B, C, D, and E, any applicant selected for an <u>initial interview</u> must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. <u>Applicant must make this request in the form of a statement on a separate document.</u>

Salary Calculation: For all positions on all Salary Schedules, the applicant that is <u>selected for the position</u> must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:
Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.