

BELHAVEN UNIVERSITY

HVAC Technician-Full-Time Monday - Friday

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

Performs skilled journeyman level work in the maintenance, repair and installation of refrigeration, heating, air conditioning and ventilating systems, and their controls. This position is considered essential, on-site. Personnel may be required to respond to campus emergencies both during and off shift.

Responsibilities

- Responding, evaluating, and executing electronic service requests and maintenance repair work orders including entering accurate records of work performed and materials used
- Ability to use a computer, laptop or mobile device comfortably
- Maintains records of scheduled maintenance procedures
- May obtain estimates for supplies, repair parts; orders parts as needed
- Assist with other maintenance and ground functions as requested or situation requires

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- High school diploma, degree or University hour's desirable but not required
- Possess the knowledge, skills and abilities to perform the specific duties of the position
- Willingness to work weekend hours as needed
- Must possess a thorough knowledge of heating, ventilation, air conditioning and refrigeration systems, and the ability to apply that knowledge and skills in a effective manner
- Must be capable of working independently on all HVAC and refrigeration maintenance and repair projects
- Must be physically able to lift and carry up to 50 pounds, have the ability to walk throughout the campus and to climb stairs, ladders, lifts, scaffolding, bucket truck, and staging at various heights throughout the duration of the shift

- Operating Belhaven University licensed vehicles is an essential job function for all maintenance personnel. As a condition of employment at the time of hire, and while employed, personnel must possess and maintain a valid driver's license and be approved by the insurance carrier of the University to operate Belhaven University licensed vehicles

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Email complete application packet to:

Assistant Director of Maintenance, Grounds
Belhaven University
Email: rwhite@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.