

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

Logan's 112-acre wooded campus is located in Chesterfield, Mo., a quiet, residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

HVAC Assistant-full time non-exempt

SUMMARY: The job of the HVAC Assistant is a position that will learn and train to ultimately fill the role of a HVAC Stationary Engineer.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- 1 Diagnoses problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- 2 Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- 3 Operates computerized energy management systems for setting time schedules, heating and cooling settings, and troubleshooting system failures.
- 4 Prepare written materials for filter inventory, work orders, bids and equipment inventory.
- 5 Maintain clean, safe and orderly work sites.

COMPETENCIES: To perform the job successfully, an individual should have good interpersonal and written communication skills, including negotiation and presentation skills. Must be able to interact with people at several different levels in the college in a professional manner. Must react well under pressure. Must have good project management skills and be able to complete projects on time, within budget and within deadline. Must be able to prioritize and plan work activities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of high school diploma or general education degree (GED) must be able to read technical information, compose a variety of documents, and/or facilitate group discussions: and or solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: preventive maintenance, filter change out, safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical systems/sub-systems; troubleshooting/maintaining mechanical electrical, environmental systems/sub systems including control/balancing these systems; pertinent codes, policies regulations and/or laws; and blueprints and schematics.

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

Certificates, Licenses, Registrations: Ability to pass the EPA Universal Certification Exam within two years of hire.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 50 pounds and possibly up to 100 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

Interested candidates please send resume to: resumes@logan.edu