



## VACANCY ANNOUNCEMENT

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### HVAC Supervisor

### *Trades Technician IV*

### *Facilities Management and Real Property*

Full-time, Classified, Non-exempt (Position 000156)

Longwood University seeks qualified applicants for a HVAC Supervisor. This position will supervise and perform maintenance and repair work on a variety of heating, air conditioning and refrigeration equipment essential to the operation of Longwood University.

#### **RESPONSIBILITIES:**

- Supervise, and perform maintenance, repairs, and/or replacement of HVAC and refrigeration equipment;
- Manage, inspect, and implement a preventive maintenance program and insure proper administration;
- Maintain and monitor inventory levels on materials and supplies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to troubleshoot, repair or replace commercial type air conditioning, refrigeration and heating equipment;
- Ability to perform routine maintenance on equipment and determine when and what kind of maintenance is needed;
- Experience managing and developing technical team.

#### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalency required;
- Experience or technical training on commercial type air conditioning, refrigeration and heating equipment required;
- Journeyman level certification or documentation of journeyman level experience preferred;
- EPA certified refrigeration license preferred.
- Meet Longwood University's criteria for driving institution-owned vehicles;
- Current driver's license and clean driving record.

Pay Band 4, minimum starting salary \$31,352 with exceptional Commonwealth of Virginia benefits. A completed Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000156) to:

Human Resources  
Longwood University  
201 High Street, Suite 212  
Farmville, VA 23909

Ph: (434) 395-2074 / Fax: (434) 395-2666

Email: [humres@longwood.edu](mailto:humres@longwood.edu)

*A diversified workforce is an important part of our strategic plan. EOE/AA (06/29/09)*