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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: HVAC Assistant

Desired No. of Hires: 1

Department or Organization: Facilities

Address (Off campus only):

Supervisor: Thomas Jacques

Designee: Ronald Couture

Office: Public Safety 202

Office: Public Safety

Phone: 413-552-2395

Phone: 413-552-2504

Email: tjacques@hcc.edu

Email: rcouture@hcc.edu

General Job Description:

To assist the HVAC technicians with a variety of duties. Vacuum and clean diffusers. Help with small repairs, etc.

Detailed List of Duties:

Clean supply and return vents. Repair thermostats, etc. Work assisting HVAC on computer program for temperatures.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Some experience and exposure to HVAC operating theory.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Ability to read gauges and computer data.

Skills and/or previous experience desired:

Entry Level

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Thomas Jacques

Print Name of Supervisor

Chief Power Plant Engineer

Title

September 20, 2016

Date