



For Faith, Scholarship and Community

**Position:** HVAC Technician

**Start Date:** *Asap*

**Position:** *Full-Time Staff*

**FLSA status:** *hourly or exempt position: Hourly*

**Position summary:** Service and maintain all rooftop heating and air conditioning units, refrigeration units, fans, ventilators, and boilers. Determine whether it is in Marquette's best interest to handle as in-house or outside contractor repair.

**Position description:**

Monitor all HVAC systems to ensure proper operation.  
Maintain and calibrate pneumatic thermostats and controls.  
Order parts and supplies pertaining to HVAC system needs.  
Repair and replace motors, fans, and controls.  
Be proficient in control software and automated controls systems.  
Initiate calls to service contractors.  
Operate and maintain steam and water boilers.  
Evaluate and rectify plumbing and electrical problems.  
Maintain refrigerators and ice machines.  
General repair of all school equipment as needed.

**Job Requirements:**

5 years or more HVAC repair experience.  
Licensed to handle and recover refrigerants.  
Low-pressure boiler license.

**Working Environment:** This is a 12 month position. It may require work on evenings and/or weekends. It requires frequent bending, heavy lifting and repetitive motion.

**Supervision Received:** This position is supervised by the Director of Building and Grounds

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

Marquette University High School offers a competitive compensation package.

**How to apply:** If you are interested, please send a letter of interest, résumé and contact list of references to:

Human Resource Manager, Marquette University High School

3401 W. Wisconsin Avenue, Milwaukee, WI 53208

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