



PORTSMOUTH ABBEY SCHOOL

Title: HVAC Technician
Department: Operations
Reports to: Director of Facilities
FLSA Status: Full-time, non-supervisory

About Portsmouth Abbey School:

Portsmouth Abbey School is a coeducational Catholic boarding and day school for grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. The School is known for its mission to help young men and women grow in knowledge and grace through its purpose-driven education in the Catholic intellectual tradition and a values-based community that embraces faith while nurturing reverence for God and the human person, love of learning, and commitment to community life. The Abbey's 350 students are encouraged to engage passionately in academic and intellectual pursuits, innovative electives, service to others, and athletic and artistic endeavors. The School's approach to college preparation is designed to inspire the next generation's leaders, stewards, innovators, and problem solvers while instilling a desire to serve the common good.

Job Summary:

Portsmouth Abbey School seeks an HVAC technician with general mechanical skills for a full-time position, equivalent to a five day work week at a minimum of 40 hours per week. The individual in this role must also be available to respond to emergencies in the evening, and on weekends or holidays as needed.

This position requires strong interaction with all School stakeholders. We seek staff members who will be an active part of our community in all aspects of a boarding school, living out our mission to help young men and women grow in knowledge and grace.

The HVAC Technician is primarily responsible for HVAC maintenance of School buildings and faculty housing. However, as a member of the Operations team, you will at times be asked to assist with other tasks that are not HVAC related. We are seeking a highly responsible and responsive individual with the skills necessary to plan, organize, maintain and repair all aspects of the heating, ventilation, and air conditioning for School buildings and properties.

Responsibilities:

- Perform daily monitoring, repair and preventative maintenance on critical systems.
- Diagnose problems in heating/air conditioning systems for the purpose of identifying repair and replacement needs.
- Create, manage, and prepare preventative maintenance schedules for all systems.
- Execute and document weekly inspections; repair, as necessary.
- Trouble-shoot, install and maintain existing systems.
- Perform maintenance, troubleshooting, etc. on mechanical equipment, i.e. changing filters, greasing bearings, changing belts, etc.
- Work on a ½ day Saturday rotation, approximately every 6 weeks.
- Serve on call on occasion, as directed by the supervisor.
- Assist, as needed, with snow removal. This could occur outside of normal work hours.
- Assist maintenance staff with non-HVAC tasks, as needed.
- Work special events outside of the normal work hours, at a minimum, four events per year; Opening of School, Reunion Weekend, Alumni Weekend, Commencement.

Qualifications:

- Associate's degree preferred
- Minimum 5 years-experience, preferred
- Experience in facilities management, a plus
- Independent School experience is a plus
- Plumbing skills, a plus

The essential functions and basic skills have been included in this job description; it is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Other Qualifications and Competencies:

- All prospective employees must be able to clear a background check prior to beginning employment.
- The HVAC Technician shall have excellent client service skills.
- HVAC Technician must be able to operate hand tools, power tools, electrical test instruments, etc.

- Organizational and Time Management skills are essential as the HVAC technician will have many tasks and projects simultaneously while adhering to deadlines and promises.
- Candidates must possess problem solving skills and be able to consider a broad range of internal and external factors when solving problems. They need to grasp complexities and perceive relationships among different problems or issues.
- Verbal and written communications skills are necessary to effectively communicate HVAC operating issues that are complex in nature. This individual must be willing and able to maintain open communication channels with peers, administrators, and the community.

Salary: Commensurate with experience and education.

Benefits (if full-time):

403b

Health/Vision insurance

Dental Insurance

Life Insurance

Short-term disability (TDI)

Long-term disability

AD&D

Employee Assistance Program

Tuition Remission

Contact:

Interested applicants should email resumes and cover letters to hr@portsmouthabbey.org.