



CAREER OPPORTUNITY

Job Title: HVAC Refrigeration Technician
Reports To: Director of Maintenance & Facilities
Location: Jesuit High School of New Orleans

ABOUT JESUIT

Jesuit High School is a non-profit, Catholic, college-preparatory school for boys in grades 8-12 that serves students of all religious faiths. It is located in Mid-City New Orleans on Carrollton Avenue between Palmyra and Banks Streets. The mission of Jesuit High School as a Catholic, college preparatory school is to develop in its students the competence, conscience, and compassion that will enable them to be men of faith and men for others. Jesuit High School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its employment, admissions, educational, or athletic policies.

POSITION OVERVIEW

The primary function of the HVAC Refrigeration Technician position is to monitor, maintain, & repair all associated building HVAC systems and components including, but not limited to chilled water systems, boiler, pumps, unit ventilators, fan coil units, window units, and standalone freezer/refrigeration units. Secondary duties include day to day routine building maintenance tasks & after hour's event setup and restoration duties.

GENERAL RESPONSIBILITIES

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.

- Perform general building maintenance procedures on assigned task.
- Perform repairs to equipment on assigned task.
- Uses a variety of hand tools, following instruction or engineering specifications, to mount, assemble, and repair equipment.
- Uses power tools.
- Computer literate, able to perform simple computer task.
- Analyze and repair equipment.
- Performs preventive maintenance, installations, and modifications as needed or requested by Immediate Supervisor.
- Maintains stock of inventory, company equipment, and documents all activities.
- Attend training as requested.
- Works under the guidance of an Immediate Supervisor.
- Determines parts to order for repairs and timeliness of need.
- Performs equipment maintenance, as necessary.
- Flexibility to work overtime/weekends, as required.

QUALIFICATIONS

- High School Diploma
- Preferred Associate's degree or equivalent from a technical school with a certificate in Heating, Ventilation, and Air Conditioning; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Valid driver's license

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand, climb, balance, stoop, kneel, crouch, crawl, talk, and hear. The employee frequently is required to walk; use hands to finger, reach, or feel; and reach with hands and arms. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- This position requires working outdoors, in mechanical/equipment rooms and possible extreme weather conditions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and heavy equipment.
- All employees of Jesuit High School must complete a Safe Environment training and a background check through the Archdiocese of New Orleans within the first 3 months of being employed and again every three years.

HOW TO APPLY

Please send resumes and cover letters to:

James "Jimmy" Huck, Director of Facilities and Maintenance – huckj@jesuitnola.org

Only qualified individuals being considered will be contacted for an interview.