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| **Department** | Facilities & Engineering | | |
| **Job Title** | HVAC Technician | **FLSA Status** | Non-Exempt |
| **Role** | N/A | | |
| **Sub Role (If any)** | N/A | | |
| **Reports To** | Facilities Manager | | |

**1. Role Purpose:**

*(Provide a summary of the primary purpose of this role)*

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| * Perform preventive, corrective, and predictive maintenance on commercial and industrial HVAC systems supporting office, production, and utility areas. * Ensure optimal performance, compliance, and reliability of critical heating, ventilation, air conditioning, and refrigeration systems. * Troubleshoot, diagnose, and resolve mechanical and electrical issues independently with minimal supervision. * Support continuous operations in a cGMP-regulated facility by maintaining environmental controls and air handling equipment in accordance with FDA, OSHA, and company standards. |

**2. Key Duties & Responsibilities:**

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

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| * Perform scheduled preventive and corrective maintenance on HVAC, refrigeration, and building automation systems. * Diagnose and repair mechanical, pneumatic, and electrical malfunctions across chillers, air handlers, rooftop units, split systems, boilers, and process cooling/heating loops. * Inspect and calibrate sensors, thermostats, actuators, and control valves for accuracy and performance. * Perform daily monitoring and documentation of HVAC system readings, pressures, and temperatures to ensure consistent operation within validated parameters. * Maintain and troubleshoot Building Management Systems (BMS) and associated automation controls. * Read and interpret blueprints, wiring diagrams, and technical manuals to identify issues and implement effective solutions. * Support the installation and commissioning of new HVAC systems and equipment modifications. * Document all work performed in CMMS (Computerized Maintenance Management System) in compliance with cGMP and internal quality standards. * Coordinate with Engineering, Facilities, and Quality Assurance on change control, validation, and maintenance activities. * Adhere strictly to safety standards, Lockout/Tagout (LOTO) protocols, and regulatory guidelines. * Provide technical support and training to junior maintenance staff as needed. * Maintain cleanliness and organization in all mechanical and equipment areas. * Perform additional related duties as assigned to support facility and operational reliability. |

**3.Typical Supervisory Responsibility:**

*(Identify any responsibilities the role has for supervising others)*

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| This role does not have direct supervisory responsibilities but may provide technical guidance to junior maintenance personnel or contractors. |

**4. Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be considered.)*

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| **Education Requirement** | **Specialization (If any)** |
| * High School Diploma or equivalent required. * Completion of accredited vocational or technical training program in HVAC, Refrigeration, or Mechanical Systems required. |  |

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| **Experience Requirement** |

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from experience*.)

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| * Minimum 5 years of progressively responsible experience in commercial or industrial HVAC maintenance and repair. * Experience working in FDA-regulated, GMP, or pharmaceutical/biotech manufacturing environments strongly preferred. * Proven ability to work independently and self-sufficiently in troubleshooting complex mechanical and electrical systems. | |
| Number of Years  (Minimum to Maximum) | 5+ |

**Technical competencies/ Certifications/ Licenses**:

*(Briefly describe the required competencies such as skill, ability, and knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

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| Technical competencies | * Demonstrated expertise in HVAC system diagnostics, mechanical and electrical troubleshooting, and preventive maintenance. * Strong working knowledge of chillers, boilers, air handling units, VAVs, exhaust systems, and process cooling systems. * Familiarity with Building Management Systems (BMS/BAS) such as Honeywell, Siemens, or Johnson Controls. * Proficiency in reading and interpreting blueprints, schematics, and control diagrams. * Ability to operate and maintain CMMS systems and complete documentation accurately. * Solid understanding of industrial electrical power and controls, including 120/208/480V systems. * Excellent communication skills, both written and verbal, for interaction with engineers, QA staff, and vendors. * Highly self-motivated, organized, and capable of prioritizing multiple tasks independently. * Flexible to work varying shifts, weekends, and on-call rotations as required by business needs. |
| Certifications | * EPA Section 608 Universal required. * NATE Certification preferred. |
| Licenses | * Valid driver’s license required. |
| Other | N/A |

**5.Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

* 1. Physical demands:

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| * Frequently required to stand, walk, climb ladders, and work at elevated heights. * Regularly lift and carry tools, equipment, and materials up to 50 pounds. * Use of hands and arms to reach, handle, and operate tools or controls. * Perform work in confined spaces and on rooftops or mechanical areas as needed. * Ability to visually inspect equipment and read gauges, schematics, and instruments. * Occasional crouching, kneeling, or bending to access mechanical components |

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* 1. Work environment:

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| The HVAC Technician works primarily in an industrial manufacturing environment that includes mechanical rooms, rooftop units, production areas, and laboratories. The role involves exposure to varying temperatures, humidity, moving mechanical parts, electrical components, and occasional noise. Proper PPE is required at all times, and strict adherence to safety and GMP policies is mandatory. |

**6.Compliance:**

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| * Comply with all Company codes, policies, and procedures concerning ethics, quality, and compliance, including compliance with applicable laws, rules and regulations, including the Food, Drug and Cosmetic Act and all associated regulations. * Timely and satisfactory completion of all required training, including training related to ethics, compliance, quality, and position-specific requirements. * Understand the compliance responsibilities of your role. * Commit to the Company’s culture of ethics and compliance. * Report all known or potential violations of Company codes, policies, and procedures, or of applicable laws, rules and regulations, to the Company as contemplated by the Company’s policies and procedures, including SOP-0015 (Escalation to Management on Critical Matters Pertaining to Quality and Regulatory Compliance), or through the Company’s FaceUp portal, available by telephone or online (details below).   **Compliance Hotline # (205) 354-2405**  [**www.faceup.com**](http://www.faceup.com)  **Download Faceup App using the**  **Passcode # KVKxxxx1842**  **Or scan QR Code below** |