

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2026**

**CAMPUS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)  
FACILITIES MANAGER**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 17- C**

**JOB FAMILY: FACILITIES & CONSTRUCTION – JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Campus Heating, Ventilation, and Air Conditioning (HVAC) Facilities Manager oversees and performs technical work in the preventive maintenance, installation, repair, and calibration of the campus HVAC and energy management systems. This position makes recommendations and implements HVAC system installations and automated control solutions for the assigned campus; oversees contractor activities related to HVAC equipment installation and repair to ensure compliance with standards and operational efficiency.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Evaluates, troubleshoots, and repairs commercial HVAC systems and components; performs preventive maintenance on equipment including air handling units, fan coil units, air compressors, steam and hydronic boilers (copper tube and stainless heat exchangers), low-pressure steam systems, variable refrigerant flow (VRF) systems, chillers (centrifugal, screw, reciprocating, scroll, water- and air-cooled), cooling towers, and refrigeration units used in food service and scientific applications.

Installs and replaces rooftop package units, make-up air units (MAUs), exhaust fans, variable frequency drives (VFDs), Liebert units, HVAC equipment, boilers, motors, and pumps with proficiency and precision.

Troubleshoots refrigeration systems, low and line voltage electrical controls, building automation systems, and variable frequency drives (VFDs); performs advanced diagnostics and service on HVAC systems ranging from 0 to 500+ tons, including system operations, expansion devices, and control mechanisms.

Works alongside other crafts/trades and assists with tasks when workloads are heavy. Acts as a working manager, balances supervisory responsibilities with hands-on technical work.

Responds promptly to trouble calls, particularly in classroom situations, to minimize disruptions.

Provides facilities support to create and maintain a campus environment supportive of student needs.

Performs other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff and assigned installation or repair team personnel.

**MINIMUM QUALIFICATIONS**

Five (5) years as a Licensed Commercial HVAC technician which may be obtained through licensure and/or successful completion of a nationally recognized apprenticeship program **OR** an Associate's degree in HVAC from a regionally accredited institution and three (3) years of commercial HVAC technician experience. Must possess a valid Journeyman HVAC License (issued by a Florida county/municipality) **or** a State Certified Class A Air Conditioning Contractor License.

**PREFERRED QUALIFICATIONS**

Possession of a Universal Refrigeration license (EPA Certification) and a valid driver's license is preferred. Experience with Building Automation Systems (BAS) and Building Management Systems (BMS) and modern HVAC controls.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert twenty to fifty (20-50) pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require constant bending, stooping, crouching, and/or reaching. Physical demands are in excess of sedentary work. Must be able to perform manual tasks and remain on feet for extended periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude**: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude**: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination**: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity**: Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination**: May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament**: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication**: Requires the ability to talk and hear:(talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements**: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 7/1997

**Revised:** 11/2000; 01/2004; 12/2016; 02/24/2026