

**PROJECT/PROGRAM SPECIALIST
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION**

SUMMARY

The Project Specialist is responsible for overseeing operations for heating, ventilation, air conditioning and refrigeration system repair, maintenance and installation.

DUTIES AND RESPONSIBILITIES:

- Supervises a medium to large-sized skilled staff and evaluating job performance of maintenance, repair, installation and project planning activities.
- Prepares work schedules, prioritizes work orders and maintains energy management control system.
- Plans and maintains daily records of work projects, materials used, equipment needed, and labor requirements.
- Reads and interprets blueprints to determine the layout of pneumatic and electronic controls systems for heating, ventilation, air conditioning and refrigeration.
- Checks status and compliance with specifications of projects and makes inspections of completed work.
- Assists staff in the performance of heating, ventilation, air conditioning and refrigeration maintenance and service and coordinates, activities with other crafts.
- Performs other related duties as needed.

WORKING RELATIONSHIPS

The Heating, Ventilation Air Conditioning and Refrigeration Project Specialist have frequent contact with subordinates and co-workers, faculty, staff, student and vendors.

SPECIAL JOB DIMENSION

Occasionally heavy lifting is required. On call duty and/ or shift work may be required.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the skilled principles and practices used in heating, ventilation, air conditioning and refrigeration.

Knowledge of supervisory principles and techniques.

Knowledge of computer operations.

Knowledge of electrical techniques.

Knowledge of safety requirements of trade.

Knowledge of preventive maintenance to heating, ventilation, air conditioning and refrigeration.

Knowledge of restaurant equipment.

Ability to estimate time and materials needed to complete installations.

Ability to supervise the work activities of mechanics.

Ability to perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Completion of sufficient education or training to read and write; plus six years of experience as a heating and air conditioning mechanic or licensed as a heating, ventilation and air conditioning mechanic and a Boiler Operator license, including one year in a leadership capacity.

Interested individuals must submit an application and resume and with the name, address, and telephone number of three references to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, AR 71691

DEADLINE FOR APPLICATIONS: November 29, 2011

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

State Applications may be picked up from UAPB Human Resources Office. State applications from Workforce Services will be accepted.

"The University of Arkansas at Pine Bluff is an Equal Employment/Affirmative Action Employer and full participation by women and minorities is encouraged."