

Job Posting Preview

27-Jul-2022

Maintenance Operator

Campus Services

59383BR

Job Summary

Position Summary: Facilities Maintenance Operations (FMO) offers building & landscape maintenance, and custodial services to Harvard faculties and departments on a fee-for-service basis. All services are provided in strict accordance with customer-determined standards. As such, FMO operates as an in-house alternative to contractor services and therefore must manage itself under the same principles that guide any successful maintenance service business.

Position Description

Duties and Responsibilities:

Provides initial response, triage, stabilization and/or repair for all types of building infrastructure maintenance requests, with emphasis on HVAC systems. Inspects, adjusts, modifies, and repairs all types of boilers, heating systems, cooling systems and auxiliary equipment. Interprets mechanical plans and prints and updates as necessary. Monitors, queries and reports on the status of building systems managed by DDC technology. Initiates follow-up actions as required. Provides responsive customer support in all phases of building maintenance and operations. Assists and advises customers on maintenance solutions and provides follow-up on progress and status of work. Performs other core skills of the trades and related duties as required. May be assigned to work independently or as part of a multi-trade team under the guidance and direction of the Area Supervisor and/or Working Foreperson.

Basic Qualifications

Requirements:

Five years related experience in the maintenance and operation of complex building system infrastructure. Must be knowledgeable and experienced in the installation, operation, troubleshooting, maintenance and repair of all types of commercial building heating and cooling systems. Must observe and comply with all standard safety codes and practices, perform work in accordance with recognized trade and University standards. Must be able to read and interpret detailed plans, specifications, operating manuals and other written materials associated with this trade. Must be able to effectively communicate with peers and customers.

Additional Qualifications and Skills

Technology Skills Required:

Proficient keyboard skills and familiarity with windows-based computing applications.

Special Requirements:

Must possess a current State HVAC license (or equivalent).

Must possess a valid driver's license.

Must supply a complete set of hand tools.

Required to wear/use appropriate safety clothing/equipment at all times.

Required to wear to properly wear a uniform and maintain a professional image at all times.

A current address and telephone number must be provided as a condition of employment.

Physical Requirements**Physical Requirements:**

Must be able to lift up a minimum of 50 lbs. and transport piping and equipment in excess of 200 lbs. with others. May use chain falls and come alongs for heavier lifting. Must be able to push and pull heavy loads as listed. Must be able to stoop and bend for long periods of time and work on hands and knees and other awkward positions for extended periods, routinely walk to and from various buildings carrying tools, equipment and other essentials to the job site. Must be able to work alone and climb multiple sets of stairs, work of ladders, staging, lifts, etc

Additional Information

Emergency Status Designation: Critical Operations Personnel

The University requires all Harvard community members to be fully vaccinated against COVID-19 and remain up to date with COVID-19 vaccine boosters, as detailed in [Harvard's Vaccine & Booster Requirements](#). Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

Job Function

Facilities

Location

USA - MA - Allston

Job Code

269000 Maintenance Operator

Sub-Unit

Energy & Facilities

Department

103691

Time Status

Full-time

Salary Grade

000

Union

42 - Int Un Oper Engineers Loc 877

Hourly Rate From

\$46.39

Hourly Rate To

\$46.39

Pre-Employment Screening

Criminal, DMV, Drug Testing, Education, Employment, Identity, License/Cert.

Schedule

Monday - Friday 7:00am-3:00pm

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

[Close preview](#)