



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: HVAC work study
Department or Organization: HVAC
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Gilbert Ocasio
Office: 17/106
Phone: 413-755-4637
Email: gmocasio@stcc.edu

Designee: Gilbert Ocasio
Office: 17/106
Phone: 414-755-4637
Email: gmocasio@stcc.edu

General Job Description:

Assist the HVAC Team with all necessary preventive maintenance and repairs.

Detailed List of Duties:

Assist the HVAC team with motor replacements, filter changes, maintaining cleanliness in the mechanical room, and performing tasks such as greasing and oiling. Any other duties related to the HVAC department are also part of your responsibility.

Opportunities for Advancement: NA, but you will learn how to be a team player, Develop Communication Skills, and acquire HVAC skills if you choose to do so.

Responsibility Involved: *Responsible for keeping track of the inventory of filters and supplies that we may need to complete any tasks related to HVC.*

Skills and/or previous experience desired: Some HVAC experience may be helpful, but is not necessary organization skills, keep camaraderie, and good spirits.

Amount of supervision required: ☐ Regular ☐ Occasional ☒ Minimal

Hours desired to cover (evening, weekend, etc.): Weekday hours between 8:30 am-4pm2:30 (10-15 hrs.)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By: Gilbert Ocasio

Signature of Supervisor or Division Dean

Title

Date

Please return completed form to ajhernandez@stcc.edu