

Job Title	HVAC Lab Technician
PVN ID	NY-2410-006495
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Business & Industry Workforce Training C
Status	Part Time
Hourly Rate	\$45.00-\$46.00
Hour(s) a Week	18.00-24.00
Closing Date	Jun 08, 2025 (Or Until Filled)

General Description

NYC College of Technology is seeking a dedicated and experienced Lab Tech to assist in delivering the HVAC training program. The Lab Tech will work alongside the Lead HVAC Instructor to provide high-quality instruction, focusing on hands-on technical training and student engagement. This role is critical to ensuring students acquire the necessary skills and knowledge to excel in HVAC careers. The Lab Tech will also contribute to curriculum development, student mentorship, and program assessment.

Other Duties

- **Collaborative Instruction:** Work closely with the Lead HVAC Instructor to co-deliver lessons, ensuring that both theoretical and practical HVAC concepts are effectively taught. Participate in classroom discussions, demonstrations, and hands-on training sessions.
- **Hands-On Training:** Assist in the supervision and facilitation of hands-on training activities, ensuring students are correctly using tools, equipment, and materials.
- **Curriculum Support:** Assist the Lead Instructor in developing and refining the training curriculum, ensuring it aligns with industry standards and employer expectations. Propose new content and activities to improve student learning outcomes.
- **Student Mentorship:** Provide guidance and support to students, offering individualized feedback, answering questions, and helping students overcome challenges in learning HVAC concepts and techniques.
- **Classroom Management:** Help maintain a positive and productive learning environment. Monitor student participation and progress and address any attendance, performance, or engagement challenges.
- **Assessment and Evaluation:** Assist in the development and administration of quizzes, exams, and practical assessments. Contribute to tracking student progress and providing feedback to help them prepare for certification and employment.
- **Safety Enforcement:** Ensure that all safety protocols are followed in the classroom and lab settings,

instructing students on proper safety practices and the correct use of HVAC equipment in compliance with OSHA standards.

- **Collaboration with Staff:** Work closely with other faculty, lab technicians, and program administrators to align teaching methods with the HVAC training program's goals and employer needs.
- **Program Reporting:** Collaborate with the Education Specialist to maintain accurate records related to student attendance, participation, and performance. Provide regular updates to the Lead Instructor and program administrators as needed.

Qualifications

- Certified HVAC Technician with a minimum of 3 years of industry experience.
- Prior teaching or training experience, particularly in technical or vocational education settings.
- Strong knowledge of HVAC systems, including installation, maintenance, repair, and diagnostics.
- Ability to explain complex technical concepts clearly and engage students with diverse learning styles.
- Excellent communication, teamwork, and interpersonal skills.
- Commitment to maintaining a safe and inclusive learning environment.

Preferred Qualifications:

- EPA Certification, NATE Certification, or other recognized industry certifications.
- Experience working in adult education, workforce development, or community-based training programs.
- Familiarity with HVAC instructional technology and lab equipment.