

Job Title	HVAC Instructor
PVN ID	NY-2410-006494
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Business & Industry Workforce Training C
Status	Part Time
Hourly Rate	\$85.00-\$88.00
Hour(s) a Week	18.00-24.00
Closing Date	Jun 08, 2025 (Or Until Filled)

## General Description

NYC College of Technology (City Tech) is seeking a highly qualified and motivated HVAC Instructor to deliver hands-on, sector-based training to prepare participants for careers in the Heating, Ventilation, and Air Conditioning (HVAC) field. The HVAC Instructor will develop, deliver, and evaluate the training curriculum, ensuring students gain the theoretical knowledge and practical skills required to succeed in the industry. The program is designed to meet industry standards and employer needs, helping fill this growing sector's workforce gap.

## Other Duties

- **Instruction:** Deliver high-quality, immersive instruction in HVAC systems, including refrigeration, air conditioning, heating, and ventilation. Emphasize hands-on training and real-world problem-solving.
- **Curriculum Development:** Collaborate with the Director of Business and Industry Workforce Training to design and update a comprehensive HVAC training curriculum aligned with industry standards, safety regulations, and employer expectations.
- **Assessment:** Develop and administer assessments to track student progress and ensure they have the skills and knowledge required for certification and employment.
- **Classroom Management:** Foster a positive and professional learning environment, maintaining student engagement and participation.
- **Technical Skills Training:** Teach students how to install, repair, and maintain HVAC systems, use diagnostic equipment, read blueprints, and understand electrical wiring and controls.
- **Safety Protocols:** Ensure all training complies with OSHA and industry safety standards. Teach students the importance of safety precautions and proper equipment and materials handling.
- **Mentoring:** Provide individualized support and mentorship to students, assisting them with job placement, career development, and resume building.
- **Collaboration:** Work closely with the Small Business Services team, City Tech staff, and local employers

to align the program with the specific needs of the job market.

- **Reporting:** Maintain accurate student records, including attendance, performance, and certification progress, and provide regular updates to program administrators.

## Qualifications

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- Certified HVAC Technician with at least five years of industry experience.
- Teaching or training experience in HVAC or related technical fields.
- Knowledge of current HVAC technology, tools, codes, and regulations.
- Strong hands-on and classroom management skills with the ability to convey technical concepts clearly and engagingly.
- Commitment to student success and the ability to guide job readiness and employment opportunities.
- Excellent communication, organizational, and time-management skills.
- Ability to work collaboratively with the director and other program stakeholders to improve the program continuously.

### **Preferred Qualifications:**

- EPA Certification, NATE Certification, or other recognized industry certifications.
- Experience working with adult learners or in a workforce development setting.
- Experience delivering training in a diverse and inclusive environment.