



**Position Open Notice**  
**Associate Professor of HVAC-R**  
**(ADC Tonto and FCI Prison Programs)**  
**Full-time**  
Safford, Arizona

**College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

**Position Summary and Organizational Relationship:**

The HVAC Associate Professor reports to the Coordinator of Prison Programs. **Funding for this position is contingent upon continuation of a contract with the Arizona Department of Corrections, the Federal Bureau of Prisons and continuation of this position/program within that contract. The selected candidate must be acceptable as an employee of the Bureau of Prisons, FCI and ADC Tonto Prisons.**

**Required Qualifications:**

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Five years verifiable occupational experience in HVAC or related areas
- Must pass an extensive background check by the Arizona Department of Corrections and Federal Bureau of Prisons
- Must pass a pre-employment drug screen required by the Arizona Department of Corrections and Federal Bureau of Prisons
- Ability to work effectively in a high-security setting with a diverse group of individuals.
- Ability to effectively utilize computer programs and productivity tools for communication, record keeping, supplemental instruction, instructional preparation, etc.
- Must be willing and able to work a non-traditional schedule that may include morning and afternoon classes.

**Preferred Qualifications:**

- Ability to work and interact effectively with Department of Corrections and Bureau of Prisons staff, College personnel, and students and be able to deal with the challenges and stress of a high security environment.
- Teaching experience in the HVAC trades and the ability to relate to and address all levels of student preparation.
- Currently licensed by the EPA in the HVAC trade or been licensed within the past three years with the ability to regain current status.
- Familiarity with and understand the Universal certification process.
- Proficient in enabling students to test and receive EPA certifications.
- Strong organizational and record keeping skills.
- Experience working in a high security environment with an all-male student clientele.

**Essential Functions:**

- Teach incarcerated adult male students approximately 5 hours a day, five days a week split between two different institutions.
- Adhere to a work schedule determined by the contracting agency that will include morning and afternoon classes.
- Teach proficiencies in focusses ventilation, and air conditioning trades and provide flexible learning opportunities in support of the program focus on HVAC systems and maintenance.
- Maintain true and accurate records reflecting student progress and achievement for all courses taught.
- Update course outlines, pre- and post-test and curriculum as needed.
- Comply with all Arizona Department of Corrections and Bureau of Prisons policy and procedures as well as all District policies and procedures.

- Perform other duties as assigned. Typical other duties may include advising students, serving on advisory committees, and program development and revision.

**Knowledge, Skills and Abilities:**

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Knowledge of heating, ventilation, and air conditioning systems, including installation, maintenance, troubleshooting, and repair.
- Excellent verbal and written communication skills for effective interaction with students, correctional staff, and college personnel.
- Understanding of industry standards, safety protocols, and regulatory requirements within the HVAC trade.
- Knowledge of Arizona Department of Corrections and Federal Bureau of Prisons policies and procedures
- Ability to work and interact effectively with Department of Corrections and Bureau of Prisons staff, college personnel, and students.
- Understanding of the Universal certification process and EPA regulations related to the HVAC industry.
- Knowledge of operating within a high-security environment, particularly in correctional facilities.

**Physical Abilities:**

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to handle and operate various HVAC tools and equipment precisely and safely.
- Physical stamina to teach and supervise hands-on activities for approximately 5 hours a day, five days a week, in different institutions.

**Working Environment:**

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- The primary work setting is within correctional facilities, specifically the Arizona Department of Corrections and Federal Bureau of Prisons institutions. This environment is highly secure, with stringent access controls, surveillance, and a need for adherence to strict security protocols.

**Application Information:**

Applicants should send a resume, a letter of application addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC’s website ([EAC Application Form](#)). Application materials can be emailed to [careers@eac.edu](mailto:careers@eac.edu) or mailed to the address listed below:

Eastern Arizona College  
 Human Resources – SS 209  
 615 N. Stadium Avenue  
 Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee’s review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

**Closing Date:**

The position closes on **July 15, 2024**. Review of applications will begin on **July 1, 2024**, and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The initial position compensation range is **\$51,807-\$74,010 (exempt)** per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is **October 1, 2024**.

**Questions:**

Human Resources Department  
 Voice: (928) 428-8915  
 FAX: (928) 428-2576  
 E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

**EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other

safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.