

Heating, Ventilation, and Air-conditioning Technician Building Services

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually.*

Applicants must submit all required materials in a timely fashion.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

This is skilled manual and technical work at the experienced level. An employee in this class, with general, technical, and administrative supervision from an assigned supervisor, trouble-shoots and repairs heating, ventilation, and air-conditioning systems. Work is reviewed periodically on a project basis.

Essential Job Functions:

- Ability to stand, walk, sit, bend, squat, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extension ladders
- Ability to crawl in, under, over, or through equipment
- Ability to work in confined spaces
- Ability to respond to emergency calls

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Examples of Work:

- Trouble-shoots air-conditioning, heating, electrical and pneumatic controls
- Disassembles, replaces, and adjusts defective parts
- Tests completed work
- Properly recharges air-conditioning systems with refrigerants
- Orders parts
- Performs preventive maintenance
- Makes emergency repairs to equipment
- Instructs custodians and other school personnel in the efficient, economical and

safe practices and procedures for the operation of air-conditioning and heating equipment

- Operates motor vehicles
- Plans work in an effective manner

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High School diploma or GED (**must scan and upload to the online application**). Foreign credentials must be evaluated as U.S. High School diploma or above.

Experience:

Completion of a registered apprenticeship program and two years paid experience in the trade OR

Three to five years of experience in the care and maintenance of air-conditioning and heating equipment and control devices, including instruction in trouble shooting OR

A total of five-year combination of vocational school and paid practical experience in the care and maintenance of air-conditioning and heating equipment and control devices, including instruction in troubleshooting.

Physical Requirements:

- Ability to stand, walk, sit, bend, squat, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extension ladders
- Ability to crawl in, under, over, or through equipment
- Ability to work in confined spaces

Required Knowledge, Skills and Abilities:

- Knowledge of the principles of air-conditioning and air-conditioning maintenance methods
- Knowledge of air compressors, pneumatic controls, electronic temperature controls,

relay systems, thermostats, VAV systems, VFDs, rooftop and other air-handling units, including gas-fired units, chillers, energy management systems, pumps (2 and 4-pipe systems)

- Knowledge of the principles of safety and electricity
- Knowledge of standard parts, tools, and test equipment used in the trade and safe installation of new and replacement parts
- Ability to read wiring diagrams, schematics, and technical manuals and to implement that knowledge in actual performance
- Ability to plan work and keep accurate records of work performed and materials used
- Ability to diagnose electrical, mechanical and electronic defects
- Ability to maintain, adjust and repair air-conditioning equipment
- Ability to climb and work from scaffolds, ladders, catwalks, and aerial lifts
- Ability to pass the physical examination for this classification, including a color vision test
- Ability to communicate effectively with administrators and custodial staff and get along well with others
- Ability to take emergency call-outs.

Required Licenses and Certificates:

Valid Driver's license and a good driving record.
Maryland HVAC Apprentice License
CFC Certification

Salary:

This is a 12-month position, Salary Grade 9 on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/afscme-agreement.pdf>) \$21.88 to \$36.61 per hour (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System). **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
(410) 313-1521
Laurie.Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Public School System, including a color vision test.

Employee Safety:

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his particular job.

The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students or staff members assigned to the building.

The employee is responsible for the safety and maintenance condition of his assigned vehicle.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment

Dr. Michael J. Martirano, Superintendent

opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.