

Preventive Maintenance Mechanic I - HVAC Building Maintenance

*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 by the closing date.*

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

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

Description:

This position is a semi-skilled worker in the maintenance of heating, venting and air-conditioning (HVAC) equipment. An employee in this class performs scheduled preventive maintenance on installed equipment with general supervision from a lead worker. Performance is evaluated on an on-going basis.

This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies.

Essential Job Functions:

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

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:

- Inspects equipment for needed repairs and replacement of expendable parts on a scheduled basis
- Notifies supervisor when repairs are needed
- Replaces needed belts and filters
- Greases and lubricates equipment
- Maintains records of work performed

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:

Two years of paid experience in maintenance work or graduation from a high school vocational technical program with an emphasis on heating, ventilating and air-conditioning systems

Physical Requirements:

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

Required Knowledge, Skills and Abilities:

- Knowledge of belt sizes and filter dimensions
- Knowledge of HVAC systems and associated equipment
- Knowledge of first aid and safety, especially as it relates to HVAC systems
- Ability to maintain records of work assignments and materials used
- Skill in replacing belts, installing filters, greasing and lubricating HVAC equipment
- Knowledge of the use and care of tools used in the trade
- Ability to listen to equipment in operation, determine apparent malfunctions and seek advice before getting into the mechanics of the equipment
- Ability to read and understand instructions both in technical manuals and on the equipment
- Ability to establish and maintain strong human relation skills, effective communication, excellent customer skills and good working relationships with fellow workers, school personnel and administrators
- Knowledge of principles of safety as they relate to the trade.

Required Licenses and Certificates

Must have a valid driver's license and good driving record

Salary:

This is a 12-month position, Salary Grade 5 on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) (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 by the closing date of the posting.

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 Department of Education.

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 their 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. 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.