

## **HVAC Master Mechanic**

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the supervision of the Assistant Manager of Mechanical Engineering, the HVAC Master Mechanic work includes skilled trades at the master mechanic level involving heating, ventilation and air conditioning installation, maintenance, performing preventive maintenance work and monitoring, documenting, and directing apprentices. Performs complex work involving troubleshooting, investigation, and repair of sophisticated HVAC controls. Assignments are carried out in accordance with accepted trades standards and applicable regulations.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Work independently and assist with the training/mentoring of employees in other mechanical skills trades, as assigned
- Perform complex work troubleshooting, investigating, and repairing HVAC equipment and controls
- Provide assistance, instruction, and oversight of the Apprenticeship Program
- Disassemble, replace, and adjust defective parts
- Perform preventative maintenance of HVAC equipment
- Instruct custodians maintenance and other school staff in the efficient, economical, and safe practices and procedures for the operation of air-conditioning and heating equipment
- Make emergency repairs to equipment
- May be responsible for responding to emergencies during inclement weather or other emergencies

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the central air heating and cooling plants, the principles of heating, ventilating, and air-conditioning (HVAC) and applicable maintenance and repair methods, including that of the following manufacturers: Carrier, York, Trane, McQuay/Daikin, Lennox, Multistack, Artic Chill, Mammoth, Modine, American Air Filter, Baltimore Air Coil, Evapco, Johnson, Honeywell, etc
- Ability to plan, assign, and review the work of others
- Ability to diagnose electrical, mechanical, and electronic defects
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Knowledge of the methods, procedures, tools, and equipment of building mechanical systems, construction and renovation, school equipment and facilities maintenance
- 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

## **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

### **Education:**

- High school diploma or GED equivalent.

### **Experience:**

- Ten (10) years of experience in the care and maintenance of air-conditioning and heating equipment and control devices, including instruction in troubleshooting, which includes at least
  - Seven (7) years paid experience in a trade,
  - Three (3) years at Journeyman level

## **PREFERRED QUALIFICATIONS**

- Completion of a registered apprenticeship program
- Four (4) years of experience at Master level

## **LICENSURE**

- Current Maryland Master or Master Restricted HVACR License issued by the State of Maryland
- Chlorofluorocarbon (CFC) Certification
- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record

## **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.

## **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade 11 on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$24.72 to \$43.94 per hour. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

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

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts  
Human Resources Business Partner  
Recruitment Specialist  
(410) 313-1521  
[laurie\\_watts@hcpss.org](mailto:laurie_watts@hcpss.org)

### ***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 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.



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