

Controls Specialist I Office of HVAC & Plumbing

*This posting will remain open until filled.
An initial screening of applications will take place on 12/7/2020.
Applicants are encouraged to submit their materials in a timely fashion.*

The Howard County Public School System is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

In alignment with our *Strategic Call to Action*, the Office of HVAC and Plumbing provides operational support to the school and central office buildings within the Howard County Public School System.

HCPSS has been named one of America's Best Employers for Diversity for 2020 by Forbes magazine. To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

DESCRIPTION

Under the direction of the HVAC and Plumbing Manager, the Control Specialist I position performs highly skilled manual and technical work. This position performs complex work involving troubleshooting and repair of sophisticated heating, ventilating, and air-conditioning (HVAC) controls.

ESSENTIAL POSITION RESPONSIBILITIES

- Troubleshoots and repairs HVAC systems, including electrical, electronic, and pneumatic controls.
- Prepares for preventative maintenance by planning and scheduling work and materials used by ordering parts.
- Performs scheduled preventive maintenance tasks utilizing building automation systems, inspects cooling towers and chemical water treatment equipment for proper operation, and provides guidance to school staff in the efficient, economical, and safe operating practices and procedures for HVAC equipment.
- Completes documentation of work performed.
- Repairs, replaces, and/or adjusts control components, air compressors, refrigerated evaporators, and variable frequency drives (VFDs).
- Recharges air-conditioning systems with refrigerant.

- Completes emergency repairs to equipment, systems, and controls (including leaks in pneumatic control lines) and provides instruction to HVAC mechanics in repair of equipment.

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.

MINIMUM QUALIFICATIONS

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

Education and Experience:

- High school diploma or equivalent
- Completion of a registered apprenticeship program
- Nine (9) years of experience as a commercial HVAC mechanic

OR

- High school diploma or equivalent
- Five (5) years of experience in the operation and maintenance of HVAC equipment and control systems
- Four (4) years of experience as a commercial HVAC mechanic

Licensure and Certification:

- Hold the CFC certification.
- Have a current Maryland HVACR license.
- Have a valid Maryland driver's license with a good driving record.

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 extensions ladders.
- Ability to crawl in, under, over, or through equipment.
- Ability to work in confined spaces.

SALARY

This is a 12-month position on the AFSCME Maintenance and Warehouse Salary Scale, Grade X. The current compensation range for this position is \$22.60-\$40.27 per hour. Placement on the salary scale will be in conjunction with procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is

not exempt from overtime.

APPLICATION INFORMATION

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **Only applicants who submit all of the requested information by the 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 experiences 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 required supplemental materials (i.e.: resume, letter of introduction, diploma, transcripts, certificates, etc.).
- Three references from supervisors

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.

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
Laurie_watts@hcpss.org

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.