

Preventive Maintenance Mechanic II - HVAC Building Maintenance

A complete application includes all application materials, proof of education and three supervisory references. HCPSS employees must have at least one reference from a current supervisor.

Applicants must submit all required materials in a timely fashion. There will be an initial screening of applications on 3/27/2021. Additional screening will take place if necessary.

The Howard County Public School System (HCPSS) 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.

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

Description:

This is semi-skilled maintenance worker for heating, ventilation and air-conditioning (HVAC) equipment and systems. An employee in this class, with general supervision from a lead worker, performs scheduled preventive maintenance on installed equipment, collects and records information needed for ordering supplies and materials; assists HVAC mechanics in various tasks; works independently on assigned duties, and keeps accurate records of time and materials used for each work assignment. Performance is evaluated on a regular basis. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

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 maintain accurate records of work assignments, including time and materials used.
- Ability to perform preventive maintenance on HVAC equipment and systems
- Ability to troubleshoot HVAC equipment, assisting the HVAC Technicians
- 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 and work in confined spaces
- Ability to work overtime and 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:

- Inspects equipment for needed repairs and replacement of expendable parts; notifies supervisor when repairs are needed
- Maintains accurate records of work assignments, including time and materials used
- Replaces needed belts and filters; greases and lubricates equipment
- Repairs and installs chilled/hot water coils, brazes and solders coils, piping and valves
- Removes and installs new shafts, bearings, and squirrel cage units; installs grease fittings for bearings and motors, cleans out drains on condensate pans, vacuums and sprays coils with cleaners, adjusts motors and pulleys
- Cleans cooling towers, installs new grommets, lubricates motors and bearings
- Cleans and maintains sawdust collectors (bags, belts, greasing motors and bearings)
- Assists in cleaning chiller condensers, cooling towers, boilers, and with removal and installation of new sections on boilers
- Performs limited pipe soldering, resets freeze stats, changes relief valves
- Removes and transports fuel; cleans up oil spills
- Assist HVAC Technician in removing, rebuilding and/or installing pumps and exhaust fans, cleaning air ducts and vents and changing motors

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 or current enrollment in a registered apprenticeship program or vocational school in heating, ventilation and air conditioning

OR

Five years of experience as a Preventive Maintenance Mechanic I HVAC (or above)

Physical Requirements:

- Ability to stand, walk, sit, bend, squat or 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; or to crawl in, under, over, or through equipment
- Ability to work in confined spaces

Required Knowledge, Skills and Abilities:

- Thorough knowledge of belt sizes and filter dimensions
- Knowledge of the principles of air-conditioning and air-conditioning maintenance methods
- Ability to maintain air-conditioning equipment
- Working 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)
- Ability to listen to equipment in operation and to determine malfunctions
- Knowledge of the principles of safety and electricity
- Knowledge of standard parts, tools, and test equipment used in the trade
- Ability to read 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 communicate effectively with administrators and custodial staff and get along well with others

Required Licenses and Certificates

Must have a valid driver's license and good driving record
Department of Transportation physical card (or ability to obtain within six months)

Preferred Licenses and Certificates

Maryland HVAC Apprenticeship License
CFC Certification

Salary:

This is a 12-month position, Salary Grade 6 on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$18.97 to \$33.69 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 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
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

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.