



## **Employment Opportunity**

HVAC Technician/Mechanic I - Bureau of Facilities  
\$18.03 hourly salary (Grade C09) with CFC Certificate  
or \$16.55 hourly salary (Grade C08)

40 hour position with full benefit package

**Apply By: Thursday, January 31, 2019 @ 5:00 p.m.**

**Applications will and interviews will be processed as received**

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**GENERAL RESPONSIBILITIES** Services and maintains heating, ventilation, air conditioning equipment and systems in accordance with applicable Federal, State and local laws. Works under the direction of a lead HVAC Mechanic or Facilities Supervisor.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform visual and operational inspections on mechanical systems
2. Perform tests, troubleshoot, adjust, replace, and preventative maintenance service on HVAC systems and equipment
3. Perform basic mechanical installations
4. Operate diagnostic computer equipment
5. Maintain clean, orderly, and safe work environment
6. Complete paperwork and assists in writing specifications
7. Report to work outside of normal working hours for emergency operations
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations.
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, citizen, and others, maintain confidentiality; and represent the County

### **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Three years HVAC work experience
3. Two years technical training in heating, ventilation, air conditioning (HVAC) preferred\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. DOT (Department of Transportation) Physical Card
3. CFC Certificate, Class II minimum (**HVAC Mechanic C09**)
4. Criminal history record check as condition of employment

A Carroll County Government job application is required for this position

**Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 12/3/18**  
**(19-49)**

**Carroll County is an equal opportunity employer/**