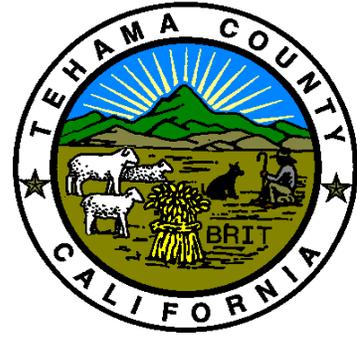


# Facilities Maintenance

## HVAC Technician



### Full-time position

Closing Date: 12/17/2018 5:00pm Pacific

#### SALARY:

(A-E Steps)

Range 65: \$3,616/mo. - \$4,407/mo.

#### About the Department:

The Tehama County Facilities Maintenance Department maintains County facilities with care and attention. The department provides building maintenance, repairs and custodial services to County facilities. Facilities Maintenance anticipates needs, provides effective solutions, maintains communication and performs maintenance work in a timely manner

#### Ideal Candidate:

This position requires adequate experience and training to independently perform highly technical work for County-wide HVAC systems. It is crucial that the incumbent have specialized knowledge required to perform the full range of skilled installation, alteration, maintenance and repair work of heating, ventilating and air conditioning HVAC systems. The ideal candidate should have knowledge of instrumentation technology, technical motor controls and also be proficient reading schematics.

#### Examples of Duties

Performs preventative, routine maintenance, and repairs on all HVAC equipment related to County buildings, equipment, fixtures, systems, facilities, and/or grounds | Responds to and resolves complaints and/or safety concerns related to HVAC equipment/systems | Performs scheduled and emergency building, equipment maintenance, and repair work on County Buildings and grounds | Installs and repairs wiring, switches, light ballasts, and other electrical systems. May perform diagnostic testing | Performs light carpentry in the maintenance of assigned buildings | Repairs furniture, builds shelving units and assists in minor remodeling of buildings | Performs basic periodic servicing of heating and/or cooling systems including making adjustments, oiling and lubricating, cleaning filters and tightening belts | Installs and repairs valves, faucets and pipes; clears clogged drains and performs other general plumbing and maintenance and installation work | Installs and repairs flooring and ceiling materials | Welds and fabricates parts and materials as necessary | May perform grounds and park maintenance activities, including but not limited to mowing grass, raking lawns, trimming weeds, edging walkways, pruning trees and shrubbery, removing litter and debris, preparing water wells for winter, maintaining irrigation and light systems, applying pesticides and herbicides, etc. | Performs minor maintenance and repairs on elevator and lifts, mechanical, pneumatic and electrical locks, and other such systems as assigned | Performs routine service and maintenance on department vehicles | Replaces security glazing on windows and painting buildings, fixtures, and structures as required | Assists in overseeing the work of County work release, job training and inmate crew members | Operates a vehicle, truck, tractors, and a variety of other equipment including mowers, diagnostic tools, hand and power tools, lawn tools, welding equipment, etc. | Performs janitorial work as assigned

#### Knowledge of:

The principles, practices, materials, tools and equipment of refrigeration and air conditioning operation, maintenance and repair | The design, installation and programming of both old and new electronic technologies used to centrally manage and control HVAC and other utilities in facilities and office complexes | Electrical, plumbing, mechanics, welding, carpentry, masonry and painting methods and techniques | Complex HVAC maintenance and repair methods and repair techniques as required | Operations, tools and terminology used in building and grounds maintenance | Methods used in the maintenance of tools, machinery and equipment | Basic computer applications related to the work | Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

#### Ability To:

Program and monitor the computerized heating and air conditioning systems making needed adjustments | Safely operate and maintain a variety of tools and equipment | Perform skilled diagnostic, maintenance and repair work | Understand and follow oral and written instructions or directions | Maintain records related to work | Work independently and as a team member | Use English effectively to communicate in person, over the telephone and in writing | Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines | Operate modern office equipment including computer equipment and specialized software applications programs | Assemble and analyze information and prepare written

reports and records in a clear and concise manner | React calmly and professionally in emergency, emotional and/or stressful situations

### **Education, Experience & Licenses**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to completion of the twelfth (12th) grade.
- Three (3) years of journey level HVAC service experience.
- Two (2) years of experience in a maintenance related field.

*Other combinations of education and experience may be considered.*

### **License & Special Requirements:**

- Requires a valid California driver's license.
- Must possess HVAC Universal Technician Certification.
- C-20 Warm Air, Heating, Ventilation and Air Conditioning Contractor's license and C-43 Sheet Metal Contractor's license are desirable.
- Ability to acquire a certification(s) specific to functional area of assignment may be required during the course of employment.

### **Physical Requirements:**

Mobility to work in a standard maintenance setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with buildings, equipment, grounds and tools used in course of duty; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Must possess the ability to lift, carry, push, and pull materials and objects, up to 75 pounds occasionally and up to 40 pounds frequently, necessary to perform job functions.

### **Working Conditions:**

Employees work in a variety of buildings and grounds environments and may be exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles at any given time. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem. Employees may be required to work on evenings, weekends, and holidays and participates in after-hours emergency response and on-call and callback assignments.

### **Recruitment Information:**

Tehama County is establishing an eligibility list to fill future vacancies for a Facilities Maintenance HVAC Technician, as well as subsequent vacancies which occur during the life of the eligibility list.

Please submit ALL required documents when applying such as, copies of all required degrees and/or certifications as outlined in the job description. Incomplete applications will not be considered.

*All offers of employment are contingent upon successful completion of background, fingerprinting, drug test (including marijuana) and physical examination provided by the County.*

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY /  
DRUG-FREE WORKPLACE**

**How to Apply:** Apply online at: <https://www.governmentjobs.com/careers/tehama/jobs/2266589/facilities-maintenance-hvac-technician?pagetype=jobOpportunitiesJobs>