

# HEATING AND VENTILATING MECHANIC II

## (Milwaukee Police Department)

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**PURPOSE:** Repairs, replaces, adjusts, maintains and cleans all equipment related to facilities for the Milwaukee Police Department. Work includes repairs, programming and operation of HVAC refrigeration systems, digital controls and fire-life safety systems for high rise Class A commercial buildings and other facilities.

### ESSENTIAL FUNCTIONS:

- Operate, clean, maintain, repair and replace HVAC refrigeration equipment, including control components, building refrigeration, boilers, fire-life safety and security systems.
- Installation of related electronic motors, starters, wiring fuses, protective devices and controls.
- Maintain, repair and replace electrical and mechanical equipment including booster pumps, drinking fountains, wash basins, electric and electronic components, electric motors and pneumatic/solid state control circuits, filtration equipment and controls for steam and hot water heating systems.
- Use laptop and other telecommunication devices to test and maintain equipment.
- Maintain, repair and replace components in plumbing systems, such as pumps, valves and piping.
- Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical, electronics controls, lighting elements, and elevators.
- Brazing, welding and soldering of components as required to keep all facility systems working well.
- Assist with the development of preventative maintenance programs and working within the program.
- Attend assigned training sessions, labs and in-house coursework to stay current with job duties.
- Operate and maintain snow removal equipment.

### CONDITIONS OF EMPLOYMENT:

- Candidates must pass a Milwaukee Police Department background investigation prior to hire.
- Employees are subject to working weekends, holidays, different shifts, odd hours and emergency call-ins.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. An Associate Degree in HVAC field (installation and repair of HVAC equipment) from an accredited college or university **AND** three (3) years of full time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems, that includes:

- At least two (2) years of experience working in a high rise, commercial class A, office building OR
- At least two (2) years of experience in a facility over 200,000 square feet.

#### **OR**

Five (5) years of fulltime experience in maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems, that includes:

- At least two (2) years of experience working in a high rise, commercial class A, office building OR
- At least two (2) years of experience in a facility over 200,000 square feet.

*NOTE: Equivalent combinations of training and experience may be considered.*

2. Chlorofluorocarbon (CFC) certification from State of Wisconsin within six months of appointment and throughout employment.
3. Valid driver's license at time of appointment and throughout employment.

***NOTE: For applicants that claim college credit toward their experience, college transcripts are required and must be received within three business days after the application period closes. College***

## ***Heating & Ventilating Mechanic II (MPD)***

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*transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or mailed to Box STAFFING - HVM, Department of Employee Relations, City Hall, Room 706, 200 E. Wells St., Milwaukee, WI 53202-3554. Student copies are acceptable.*

### **DESIRABLE QUALIFICATIONS:**

- Valid boiler's operator's license (high or low pressure).
- Stationary Engineers license in the City of Milwaukee.

### **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS:**

- Knowledge of building and mechanical preventative maintenance programs.
- Knowledge of the operation of heating, cooling, and ventilating equipment.
- Knowledge of centrifugal and reciprocating compressors, chillers, pneumatic, electrical and electronic controls.
- Ability to operate, program and work with various computer software and graphic interfaces utilized for facilities management.
- Ability to mechanically operate and understand various HVAC equipment, pneumatic and electric/electrical controls and compressors.
- Ability to read and interpret blueprints, plans, technical specifications and sequence of operations.
- Ability to tolerate a variety of fumes, odors and gases produced by various equipment and/or chemicals.
- Ability to lift and carry up to 100 pounds.
- Ability to work from ladders and scaffolding.
- Ability to deal with a wide variety of environmental conditions in the work place (indoor and outdoor).
- Ability to work in confined crawl spaces and at considerable heights.

**SALARY:** The current starting salary is \$41,286 for City of Milwaukee residents. The non-resident starting salary is \$40,676 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 23, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact (414) 286-2105.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.