

HVAC MAINTENANCE TECHNICIAN-MPL

Recruitment #2010-0913DC-001

List Type	Original
Requesting Department	LIBRARY
Open Date	11/19/2020 2:30:00 PM
Filing Deadline	12/18/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The HVAC Maintenance Technician repairs, replaces, adjusts, and maintains all equipment related to building systems and facilities for the Milwaukee Public Library System (MPL).

ESSENTIAL FUNCTIONS

- Operate, maintain, repair, and replace HVAC equipment, including air handling units, cooling towers, chillers, boilers, and roof-top units.
- Operate and maintain related electronic motors, starters, wiring fuses, protective devices, and controls.
- Monitor and operate building automation systems to control complex heating and cooling systems at efficient levels.
- Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, and electronic controls.
- Maintain, repair, and replace components in plumbing systems, such as pumps, valves, piping, drinking fountains, toilets, wash basins, filtration equipment, and controls for steam and hot water systems.
- Use laptop and other telecommunication devices to test and maintain equipment.
- Work productively in both on-demand and preventive maintenance work environments.
- Assist with continued development of preventive maintenance programs.
- Operate and maintain fire alarm and suppression systems.
- Braze, weld, and solder components as required to keep all facility systems working well.
- Respond immediately to building maintenance emergencies.
- Participate in training to stay current with job duties and advances in the field.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

HVAC Maintenance Technicians must be willing and able to do the following:

- Work rotating shifts and respond to emergencies on an on-call basis 24/7.
- Perform heavy physical work, including walking, kneeling, pushing, and pulling, as well as moving objects weighing up to 50 lbs. frequently and exerting force in excess of 100 lbs. with assistance occasionally.
- Work in confined crawl spaces as well as climb and work from ladders and scaffolding.
- Deal with a variety of environmental conditions, both indoors and out, and wear appropriate personal protective equipment (PPE), including a respirator, to lessen exposure to fumes, odors, and gases.

MINIMUM REQUIREMENTS

1. Three 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 one year of experience working in **either**: 1) a high-rise, commercial class A office building, **or** 2) a facility over 100,000 square feet, **OR**

An Associate Degree in an HVAC field (installation and repair of HVAC equipment) from an accredited college or university **PLUS** one year of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems, in **either**: 1) a high-rise, commercial class A office building, **or** 2) a facility over 100,000 square feet.

2. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

***NOTE:** For anyone seeking to have job-related coursework considered, transcripts are required, which must be received by the application period closing date. Transcripts should be attached to the online application. Applications without transcripts attached may be considered incomplete and may be rejected. Unofficial copies are acceptable; however, the transcripts must be legible and include the school name, applicant name, degree completed (if applicable), and date completed.*

DESIRABLE QUALIFICATIONS

- Building automation control system experience.
- Valid boiler operator's license (high or low pressure).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of building and mechanical preventive maintenance programs.
- Knowledge of and ability to operate HVAC equipment, including centrifugal and reciprocating compressors, chillers, and pneumatic, electrical, and electronic controls.

- Knowledge of building automation systems and related controls.
- Computer skills to be able to operate, program, and work with facilities management software as well as use spreadsheet, word processing, and email applications.
- Ability to read and interpret blueprints, plans, technical specifications, and sequences of operations.
- Ability to apply troubleshooting techniques in the field and resolve problems efficiently and independently.
- Customer service skills and the ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Honesty and proper stewardship of MPL resources.

CURRENT SALARY

The current salary range (Pay Range 7NN) is **\$44,786-\$63,202 annually**, and the resident incentive salary range for City of Milwaukee residents is **\$46,130-\$65,098**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

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.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, December 18, 2020**. 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.

**** Candidates may take an examination for this position only once every six months. ****

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 304

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.