

# HVAC MAINTENANCE TECHNICIAN

Recruitment #2103-0811DC-001

<b>List Type</b>	Original-Continuing
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-FACILITIES
<b>Open Date</b>	4/5/2021 4:30:00 PM
<b>Filing Deadline</b>	4/26/2021 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

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## INTRODUCTION

### PLEASE BE ADVISED:

The City of Milwaukee will hold multiple application periods for the HVAC Maintenance Technician position in 2021. Only applicants who meet the minimum requirements of the job will be invited to the written examination.

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

*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 this opportunity.*

### APPLICATION PERIODS AND TEST ADMINISTRATIONS 2021 Continuous Recruitment (Subject to Change)

<b>Application period opens:</b>	<b>Application period closes:</b>	<b>Tentative Written Exam Date:</b>
Monday, April 5, 2021	Monday, April 26, 2021	Week of May 10, 2021
Monday, May 3, 2021	Monday, June 14, 2021	Week of June 28, 2021

Monday, June 21, 2021	Monday, August 9, 2021	Week of August 23, 2021
Monday, August 16, 2021	Monday, September 27, 2021	Week of October 11, 2021
Monday, October 4, 2021	Monday, November 1, 2021	Week of November 15, 2021

**PURPOSE**

The HVAC Maintenance Technician repairs, replaces, adjusts and maintains all equipment related to facilities for the City of Milwaukee.

**ESSENTIAL FUNCTIONS**

**Building System Operations**

- 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.
- Work productively in both on-demand and preventative maintenance work environments.
- Assist with continued development of preventative maintenance programs.
- Operate and maintain fire alarm and suppression systems.
- Braze, weld and solder components to keep all facility systems working well.
- Respond immediately to building maintenance emergencies.

**Administrative Duties and Continuous Improvement**

- Use laptop and other telecommunication devices to test and maintain equipment.
- Stay current with job duties by taking in-house coursework and attending assigned training sessions, workshops and labs.

*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**

*\*The HVAC Maintenance Technician is considered essential staff during the current public health emergency.\**

- Employees are subject to working weekends, holidays, different shifts, hours beyond the work schedule and emergency call-ins.
- Ability to tolerate a variety of fumes, odors and gases produced by various equipment and/or chemicals.
- Ability to lift and carry up to 50 pounds of material or equipment and more weight with assistance.
- Ability to work from ladders and scaffolding.
- Ability to work in confined crawl spaces and at considerable heights.
- Ability to deal with a wide variety of environmental conditions in the work place (indoor and outdoor).

## 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. This experience must include:
  - o At least one year of experience working in a high rise, commercial class A office building OR
  - o At least one year of experience in a facility over 100,000 square feet.

**OR**

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

  - o a high rise, commercial class A office building OR
  - o a facility over 100,000 square feet.
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.

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

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

## DESIRABLE QUALIFICATIONS

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

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of building and mechanical preventative maintenance programs.
- Knowledge of the operation of heating, cooling and ventilating equipment.
- Knowledge of building automation systems and related controls.
- Ability to mechanically operate and understand pneumatic and electric/electrical controls, compressors and various HVAC equipment, including reciprocating compressors, chillers and boilers.

- Ability to read and interpret documents, blueprints, plans, technical specifications and sequence of operations.
- Ability to utilize Microsoft Office, including Excel, Word and Outlook.
- Ability to operate, program and use computer software utilized for facilities management.
- Knowledge of and ability to apply safety principles and practices as they apply to all components of this job.

### **Interpersonal and Critical Thinking**

- Verbal communication skills to effectively convey information to other staff and managers.
- Ability to work efficiently both independently as well as in a team environment.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to apply basic troubleshooting techniques in the field and resolve problems efficiently and independently.
- Ability to use City resources responsibly.

### **CURRENT SALARY**

The current starting salary range (PR 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.*

### **BENEFITS**

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.

**This is a continuous recruitment.** Applications will be accepted and interviews held as often as required to meet the needs of the City. Qualified applicants will be notified of the time and location 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. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination. The names of candidates who pass all phases of the selection process may remain on an eligible list resulting from a continuous examination for up to six months.

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>

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

### CONCLUSION

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