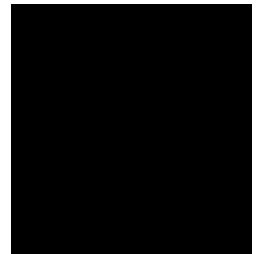


# WICHITA COUNTY

## *Job Announcement*



**Job Posting Number: 2020-012**

**POSITION:** HVAC Technician

**LOCATION:** Wichita County Courthouse  
900 7<sup>th</sup> Street, Room 109  
Wichita Falls, Texas 76301

**REPORTS TO:** Building Superintendent

**HOURS:** 8:00 a.m. - 5:00 p.m., Monday – Friday  
(On Call 24 hours/day, 7 days/week, 30-minute response time)

**SALARY:** Up to \$50,000 Annually (Depending Upon Qualifications)

**POSTING DATE:** July 7, 2020

**CLOSING DATE:** July 21, 2020 or Until Filled

### ► **JOB SUMMARY:**

Under the supervision of the Building Superintendent, will maintain, repair, and install heating and air conditioning systems and equipment throughout the County facilities. Maintain and provide for the safe condition and operation of all HVAC systems for Wichita County.

### ► **ESSENTIAL JOB FUNCTIONS:**

- Diagnose and repair malfunctions in various types of heating and air-conditioning systems, including rooftop equipment and boiler units.
- Perform the installation of new heating and air-conditioning systems and components.
- Maintain and operate building automation systems.
- Repair, replace or calibrate controls, thermostats, switches, fuses and electrical wiring.
- Fabricate, assemble and install duct- work and piping according to specifications and code.
- Wire and connect motors, compressors, temperature controls and humidity controls according to wiring schematics.
- Maintain Freon dispensing records to meet federal requirements.
- Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
- Perform duct cleaning and air quality testing as needed.
- Perform general building maintenance functions as required.
- Receive and complete work orders.

- Maintain accurate records on material and labor used.
- Maintain inventory of County-owned tools, equipment and materials.
- Inspect jobs upon completion and ensure areas are clean.
- Work with building superintendent to complete all projects.
- Detect needed repairs on equipment.
- Ensure that equipment is in safe operating condition.
- Respond to emergency calls as needed.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must be a high school graduate and or the equivalent (GED).
- HVAC Certification preferred
- Must have 5 years of HVAC experience, or HVAC Certification.
- Technical training and knowledge of low voltage electronics, circuit boards, switches and relays are preferred.
- Technical training and knowledge of 120V, 220V and 277V lights, ballasts, receptacles and breakers are preferred.
- Must pass a Drivers' License check conducted and paid by Wichita County.
- Must have a valid Texas Driver's License (Class C), a satisfactory driving record and be insurable to drive County-owned vehicles and equipment.
- Must be able to pass a pre-employment physical exam and drug test paid for by Wichita County.
- Must have a working knowledge of methods, procedures, equipment and materials used in building maintenance work.
- Must have a working knowledge of basic building maintenance and repair including basic electrical and plumbing repair and maintenance.
- Must be able to use hand and power tools, equipment and mechanical devices of the trade.
- Must be available and able to work during irregular hours, emergencies and disasters.
- Must be able to respond to work (report to the Wichita County Courthouse or other assigned location) within thirty (30) minutes after being notified of an emergency or disaster.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must be able to read, write and record information and maintain logs.
- Must be of good, moral character.
- Must be able to conduct self in a professional manner, and develop and maintain good working relationships with co-workers, supervisors, department heads, County officials and the public.
- Must be able to work a flexible work schedule and be available to work hours other than 8 a.m. – 5 p.m. and days other than Monday through Friday (M-F).
- Must pass a pre-employment physical exam, drug test and WorkSteps test paid by Wichita County.
- Must not have convictions for Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or drug offenses within the preceding 10 Years.
- Must pass a thorough criminal background investigation conducted by Wichita County.
- Must perform other maintenance duties as required.

▶ **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Technical training and knowledge of low voltage electronics, circuit boards, switches and relays are preferred.
- Technical training and knowledge of 120V, 220V and 277V lights, ballasts, receptacles and breakers are preferred.
- Must be able to occasionally lift and move loads such as boxes of paper weighing up to fifty (50) pounds.

▶ **CONDITIONS OF EMPLOYMENT:**

- Must be able to work in a potentially hostile/structured environment.
- Regular attendance and punctuality is mandatory.
- Must be able to work outside in the elements.
- Wichita County facilities are non-smoking working environments.

▶ **APPLY TO:**

**Wichita County  
Human Resources Office  
900 7<sup>th</sup> Street, Room 132  
Wichita Falls, TX 76301  
Phone: (940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Room 132, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, Texas 76301.