



## City of North Charleston

### Vacancy Notice

**Position:** Facility Maintenance Lead HVAC Technician

**Department:** Facilities

**Pay Grade:** 113 (\$52,796 - \$79,194)

#### GENERAL STATEMENT OF POSITION

Under limited supervision, performs skilled and complex daily activities in the maintenance, repair and construction tasks in public facilities and other structures to include electrical, mechanical, plumbing, alarms, heating, ventilating, air conditioning, etc. Performs construction and carpentry work for structural and architectural details. Assists in performing facility inspections. Specializes in heating and air condition systems. Performs journeyman level duties for facilities maintenance and possesses required licenses. *\*Full Job Description Attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by four years of experience in general construction trade(s) and/or building maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess required licenses for electrical, plumbing, heating and air condition installation and upgrades.

Posted: 07/06/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>FACILITY MAINTENANCE LEAD HVAC TECHNICIAN</b>		<b>Job Code:</b>	550
<b>Core Comp Group</b>	<b>ADMINISTRATION</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>113</b>			
<b>Effective Date</b>	<b>02/08/2022</b>	<b>Revision A: Risk</b>	<b>M. COLE 02/08/2022</b>	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Facilities</b>		<b>Dept. #</b>	<b>402</b>
<b>Location:</b>	<b>Public Works</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Facilities Maintenance Superintendent</b>			

**Summary Objective**

Under limited supervision, performs skilled and complex daily activities in the maintenance, repair and construction tasks in public facilities and other structures to include electrical, mechanical, plumbing, alarms, heating, ventilating, air conditioning, etc. Performs construction and carpentry work for structural and architectural details. Assists in performing facility inspections. Specializes in heating and air condition systems. Performs journeyman level duties for facilities maintenance and possesses required licenses.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Performs complex maintenance, diagnostic and carpentry, plumbing, electrical, and similar systems maintenance, repair or construction of city facilities or structures. Engages in duties requiring licenses for plumbing, electrical, HVAC and similar work.
- Performs complex and skilled carpentry work in the construction / renovation of cabinets, shelving, furnishings, trim work, and other structures and building features as assigned. Engages in structural construction and or renovation.
- Responds to emergency and non-emergency service calls, diagnoses problems and makes minor repairs; identify and report potential problems and make correction recommendations to senior staff.
- Develops detailed sketches of layout work performed for inclusion in facility history files and asbestos survey records.
- Works from complex technical drawings and blueprints.
- Estimates and procures compatible materials and tools required to perform maintenance, repair and construction-related functions.
- Maintains appropriate work records and documents, including work orders and formal and informal inspection reports.
- Complies with applicable rules, policies and procedures.
- Inspects facilities to identify maintenance and repair requirements and priorities.
- Installs, maintains and/or repairs flooring, roofing, ceilings, sheetrock, doors, window frames, etc.
- Applies finishes, including but not limited to paint and stain, to various surfaces.
- Installs and repairs locks, alarms systems, data/voice wiring installations, etc.
- Evaluates, plans and assists in scheduling maintenance work; procures materials and supplies needed for specific tasks.
- Prepares location sketches for maintenance and repair projects.
- Reads and interprets manuals and construction plans and specifications.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Performs all work in accordance with applicable codes, regulations, policies and procedures, and standards of quality and safety.
- Maintains assigned tools and equipment.
- Responds to emergency and after-hours calls as required.
- Maintains accurate and complete work records.
- Acts as lead employee. Provides instruction, training and technical direction of co-workers as assigned.
- Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.
- Receives and reviews various records and reports including work orders, blueprints / construction drawings, technical diagrams, inspection reports, construction requests, etc.
- Prepares and /or processes daily work reports, inspection reports, work orders, requisitions, sketches, etc.
- Refers to policy and procedure manuals, codes, regulations, equipment manuals, blueprints, diagrams, safety sheets, etc.
- Operates a vehicle, aerial lift, platform lift, trenchers, auger, and various shop equipment; operates a two-way radio, telephone.
- Uses clerical supplies, plumbing tools, mechanic's tools, carpentry tools, electrician's tools, various meters and gauges, measuring devices, cleaning supplies, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City employees, co-workers, vendors, contractors and other outside service providers, and the general public.
- Employees may be required to work weekends and holidays based on the business needs of the City.
- Assists co-workers with maintenance duties as required.
- Assists in setting up for City meetings and events.
- Assists with disaster / storm response and recovery activities.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Facility Maintenance Lead HVAC Technician.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of general construction and specific building trades, with an emphasis on HVAC.
- Ability to read and interpret blueprints and other technical drawings.
- Knowledge of the methods, materials, tools and equipment used in building construction and maintenance work.
- Ability to use tools and equipment with skill and safety.
- Ability to make minor repairs and adjustments to equipment.
- Knowledge of the occupational hazards and safety precautions of the trades.
- Ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare required records and reports with accuracy and in a timely manner.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to work under stressful conditions as required.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.

- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

### **Minimum Education and Experience Requirements**

Requires a high school diploma or GED equivalent supplemented by four years of experience in general construction trade(s) and/or building maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess required licenses for electrical, plumbing; heating and air condition installation and upgrades.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials and occasionally heavier items.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen
  - extreme heat and/or cold; wet or humid conditions
  - extreme noise levels; animals/wildlife;
  - vibration; fumes and/or noxious odors;
  - traffic; moving machinery;
  - electrical shock; heights;

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.