



City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources

CITY HALL
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HVAC Technician-Facilities Department-City of Meriden

Performs maintenance, troubleshooting and repairs for heating (including hot water and steam boilers as well as other pressure vessels), ventilating, air conditioning (including cooling towers, chillers, DX units and air compressors), water treatment, humidification and hot water systems to include controls, both pneumatic and direct digital controls. In addition to HVAC support, this position will also provide occasional multi-trade support to other trades people, in the modification, upgrade, construction and maintenance of all City facilities. Multi-trade work may include support for building automation systems, plumbing, electrical and carpentry.

S2 or S1 License required and 3-4 years journeyman level experience. Must have valid Connecticut Driver's license and clean driving record. Must possess a valid refrigeration certification

Hiring Salary Range \$67,808.00 to \$73,424.00

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail you resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm.

Last date to apply: Open until filled

E.O.E.

HVAC Technician Job Description

Performs maintenance, troubleshooting and repairs for heating (including hot water and steam boilers as well as other pressure vessels), ventilating, air conditioning (including cooling towers, chillers, DX units and air compressors), water treatment, humidification and hot water systems to include controls, both pneumatic and direct digital controls. In addition to HVAC support, this position will also provide occasional multi-trade support to other trades people, in the modification, upgrade, construction and maintenance of all City facilities. Multi-trade work may include support for building automation systems, plumbing, electrical and carpentry.

Essential Responsibilities:

The requirements listed below are representative of the knowledge, skills and abilities required.

- Ensures that routine preventive maintenance is performed according to established schedules and high standards. Specifically, checks, repairs and/or replaces valves, motors, controls, switches, gauges, wiring, fans, pumps, compressors, condensers, cores, coils, tube bundles, pipes, heat exchangers and other functional components of the systems.
- Equipment installation: reads, interprets and follows mechanical and electrical engineering drawings, schematics and specifications as well as manufacturer's installation and maintenance directions for HVAC equipment and boilers and associated electrical equipment.
- Operate, program and troubleshoot problems with energy management systems using module or lap top computer.
- Perform plumbing operations as required for HVAC service maintenance and repair.
- Connect electrical wiring between controls and equipment as required for successful operation.
- Estimates labor and material costs for projects, submits requisition for materials. Support Facilities Director to ensure facilities department runs efficiently. Provides input on department budget.
- Inspects completed work to ensure compliance with engineering specifications and local building codes.
- Coordinate the use of outside contractors when required.
- Ability to be available to work outside of normal working hours and be available for on-call work as needed.
- Maintain a safe work environment at all times. Follow all established OSHA safety guidelines and attend continuing safety training on an annual basis.

Minimum Qualifications

- S2 or S1 License required and 3-4 years journeyman level experience. Must have valid Connecticut Driver's license and clean driving record. Must possess a valid refrigeration certification

Knowledge, Skill and Abilities

- Maintain a safe work environment at all times. Follow all established OSHA safety guidelines and attend continuing safety training on an annual basis.
- Perform any HVAC work allowed under the appropriate required license held (S1 or S2).

HVAC Technician Job Description

- Basic Knowledge Position requires valid CT licenses as HVAC Technician, Oil Burner Technician, Gas Fitter, Pipe Fitter, Motor vehicle license; and completion of four years of high school or equivalent. Experience within regulations, codes and laws pertaining to HVAC trade such as asbestos management, fire regulations, ASHRAE codes, building codes, DEP regulations, and hazardous materials including MSDS.

Physical and Environmental Standards · the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The usual and customary methods of performing this job's functions require the following physical demands; occasional lifting, carrying, pushing, and /or pulling; climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling and significant finger dexterity. The employee must be physically able to operate a variety of machinery and equipment including electronic and diagnostic tools, recovery equipment, assorted hand tools and other HVAC related equipment. Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms. · Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions. · Regular and sustained periods of strenuous physical exertion. · Operation of equipment that causes loud noise level and high vibrations. · May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards. Required to participate in snow and ice operation, plowing, shoveling, snow blowing etc. Frequent travel between municipal buildings.

Experience and Training

- Requires minimum S2 or S1 license required. Requires 3-4 years of journeyman level experience.

License info defined:

- **S-1 UNLIMITED HEATING, PIPING, AND COOLING CONTRACTOR**
The holder of this license may do all heating, piping and cooling work as defined in section 20-330 of the Connecticut General Statutes. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.
- **S-2 UNLIMITED HEATING, PIPING, AND COOLING JOURNEYPERSON**
The holder of this license may do all heating, piping and cooling work as so defined only while in the employ of a licensed contractor. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.