

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: HVAC Mechanic
Department: Maintenance - Beaumont
Unit: Beaumont Office
Reports To: Building Superintendent
Salary: \$22.50/hour or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Maintains and repairs refrigeration, air, conditioning, heating and ventilation systems for courthouse complex buildings; assists with other tasks as needed. Checks mechanical building and annex buildings daily; monitors chiller, cooling tower, pumps, boiler, etc.; checks chemicals in water, maintain the County's energy management system.

Responds to complaints and requests for service; performs or assist with work required; adjusts and calibrates thermostats; changes air filters monthly. Assists with seasonal system maintenance: repacks pumps for appropriate seasons, prepares boiler for winter operation, cleans cooling towers, brush tubes in chiller, inspects belts and bearings, replaces coils, etc. Assists with electrical work, plumbing, carpentry, and other tasks as needed. Attends seminars and classes on job-related technical matters, energy conservation, equipment maintenance and repair, etc. Performs other job related duties as needed.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Personal computer/mainframe computer terminal, multi-tester to test electrical current, equipment and tools necessary to maintain and repair refrigeration, air conditioning, heating and ventilation systems, general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High School diploma or GED; advanced technical skills and knowledge obtained by specialized training, formal education and /or extensive on the job training in refrigeration, air conditioning, heating and ventilation systems; Minimum 5 years of related job experience.

Specialized Requirements: HVAC Certification, Valid Texas Drivers License

Knowledge, Skills & Abilities: Ability to read and understand specific guidelines; effective verbal and written communication skills; good interpersonal skills in order to deal effectively with all levels of employees, county officials, contractors, vendors, and suppliers, problem solving skills.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working individually and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties. Dealing with unexpected and/or emergency situations; driving a vehicle (truck); operating machinery; possible irregular hours; occasional out-of-town travel to attend technical schools and educational seminars. Employee works independently; requires assistance only with solving unusual non-routine problems.

WORKING CONDITIONS: Work is performed primarily in a climate controlled office environment; work is also performed in all areas of county buildings and outside. Employee may be subject to adverse weather and environmental conditions; noise and vibrations; machinery and equipment with moving parts; adverse atmospheric conditions from dust, fumes, chemicals, paint, etc. **Must be available to work a flexible schedule including rotating shifts, nights, weekends and holidays.**

PHYSICAL REQUIREMENTS: Job duties require regular walking and standing; working with tools, electrical equipment, machinery; climbing ladders and scaffolds. Duties also require heavy work such as moving objects weighing 50 lbs or more. Appropriate safety precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.