

# HVAC MAINTENANCE TECHNICIAN 1, 2, 3

## Recruitment #2503-7579PD-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	Friday, March 21, 2025
<b>Filing Deadline</b>	Friday, April 11, 2025
<b>HR Analyst</b>	Jamie Heberer + Rebecca Bird

## INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce committed to providing exemplary service to its residents. If you are passionate about being part of an inclusive team of public servants, please consider the following opportunity.*

*The names of eligible candidates who successfully complete the selection process will be placed on the highest-level eligible list for which they qualify.*

## PURPOSE

HVAC Maintenance Technicians repair, replace, adjust, and maintain equipment related to facilities for the Milwaukee Police Department (MPD).

## ESSENTIAL FUNCTIONS

### **BUILDING SYSTEM OPERATIONS**

- Operate, maintain, repair, and replace HVAC (heating, ventilation, and air conditioning) equipment, including air handling units, cooling towers, chillers, boilers, and roof-top units.
- Operate and maintain related electric 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.
- Assist with continued development of preventive maintenance programs.
- Operate and maintain fire-life-safety and security 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 computers 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.

- Accept deliveries, make purchases, assist contractors, and respond immediately to building maintenance emergencies.

*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 must be willing and able to:

- Work weekends, holidays, varied shifts, hours beyond the work schedule, and emergency call-ins.
- Take steps to mitigate exposure to a variety of fumes, odors, and gases produced by various equipment and/or chemicals by wearing appropriate personal protective equipment (PPE).
- Must be able to perform heavy physical work, exerting up to 100 lbs. of force occasionally and lifting and moving objects weighing 50 lbs. frequently.
- Work from ladders and scaffolding.
- Work in confined crawl spaces and at considerable heights.
- Deal with a wide variety of environmental conditions in the workplace (indoor and outdoor).
- **To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.**
- Pre-Employment Tests
  - Drug Test
  - Physical Exam with Lift Test (50-100lbs)
  - Audio-Gram
  - Vision Test
  - Respirator Fit Test and Medical Evaluation

## MINIMUM REQUIREMENTS

### HVAC Maintenance Technician 1

1. One year of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical, and electronic automated building systems.

### HVAC Maintenance Technician 2

1. Two years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical, and electronic automated building systems.

### HVAC Maintenance Technician 3

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

### ALL LEVELS

1. Chlorofluorocarbon (CFC) certification from State of Wisconsin Department of Safety and Professional Services (DSPS) within six months of appointment and throughout employment.
2. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

## 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 preventive 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 repair and maintain mechanical, electrical, pneumatic, hydraulic, electrical (line/low), electronic controls, lighting elements and systems.
- Ability to read and interpret documents, blueprints, plans, technical specifications, and sequence of operations.
- Practical knowledge of mathematics to be able to take measurements, make calculations, and use basic geometry.
- Ability to use Microsoft Office, including Excel, Word, and Outlook.
- Ability to operate, program, and use computer software used for facilities management.
- Knowledge of and ability to apply safety principles and practices as they apply to the HVAC field.

### **INTERPERSONAL AND CRITICAL THINKING**

- Verbal communication skills to effectively convey information to other staff and managers.
- Ability to understand and follow oral and written instructions.
- Ability to work efficiently both independently and in a team environment.
- Ability to work cooperatively and effectively with coworkers and customers 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 work productively in both on-demand and preventive maintenance work environments.
- Situational awareness to maintain alertness, identify potential hazards, and make good decisions.
- Planning, organizational, and time management skills, including the ability to prioritize work with varying deadlines and maintain accurate records.
- Honesty, integrity, and the ability to use City resources responsibly.

## **CURRENT SALARY**

### **HVAC Maintenance Technician 1**

- The current starting salary (Pay Range 7BN) is **\$50,123-\$62,904** annually, and the current resident incentive starting salary for City of Milwaukee residents is **\$51,626-\$64,791**.

### **HVAC Maintenance Technician 2**

- The current starting salary (Pay Range 7EN) is **\$60,147-\$76,467** annually, and the current resident incentive starting salary for City of Milwaukee residents is **\$61,952-\$78,761**.

### **HVAC Maintenance Technician 3**

- The current starting salary (Pay Range 7HN) is **\$75,184-92,290** annually, and the current resident incentive starting salary for City of Milwaukee residents is **\$77,440-\$95,058**.
- Employees will receive an addition 5% when performing lead work.

### **ALL LEVELS**

- *Appointment will be made in accordance with the provisions of the City of Milwaukee Salary Ordinance.*
- Employees will receive an addition 5% when performing special assignments.
- Positions in the Police Department receive an additional one dollar (\$1.00) per hour premium when assigned to oversight duties for a full shift.

**The City of Milwaukee provides a comprehensive benefit program that includes the following:**

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 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 <http://city.milwaukee.gov/Benefits>.

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## **ADDITIONAL INFORMATION**

- Applications and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## **CONCLUSION**

*EEO 702*

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