

FIRE HVAC MAINTENANCE TECHNICIAN

Recruitment #2210-0820-001

List Type	Original
Requesting Department	FIRE - SUPPORT SERVICES BUREAU
Open Date	11/04/2022 9:00:00 AM
Filing Deadline	11/25/2022 11:59 PM
HR Analyst	Aisha Hendree

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed historic charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Fire HVAC Maintenance Technician is responsible for troubleshooting, repairing, servicing, and maintaining the heating, plumbing, air handling, air conditioning, and electrical systems for forty buildings within the Milwaukee Fire Department (MFD).

ESSENTIAL FUNCTIONS

Building Systems Operations:

- Troubleshoot, repair, service, and maintain heating equipment, including forced air, hydronic, and steam heat.
- Troubleshoot, repair, service, and maintain air handling equipment, including central air conditioning, portable air conditioners, exhaust fans, vehicle exhaust extraction systems, and air filtration systems.
- Perform general plumbing repairs and maintenance such as hot and cold-water lines, sink drains, faucets, garbage disposal units, toilets, sump pumps, water heaters, sewer lines, and pipes.
- Troubleshoot, repair, service, and maintain appliances located in the station houses (i.e., gas stoves, refrigerators, commercial and residential washing machines, and humidifiers).
- Maintain, troubleshoot, and repair fuel dispensing equipment to State of Wisconsin certification standards, and repair emergency generators.
- Maintain, troubleshoot, and repair overhead doors, air compressors, and major shop equipment such as table saws and planers.

Administrative Duties:

- Consult with supervisors in regard to outside services, and assist with budgetary recommendations
- Use laptop computers and other telecommunication devices to test and maintain equipment.

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 Fire HVAC Maintenance Technician must be willing and able to do the following:

- Work weekends, holidays, different shifts, hours beyond the work schedule, and emergency call-ins.
- Tolerate a variety of fumes, odors, and gases produced by various equipment and/or chemicals.
- Lift and carry up to 100 pounds of material or equipment and more weight with assistance.
- Work from ladders and scaffolding.
- Work in confined crawl spaces and at considerable heights.

- Deal with a wide variety of environmental conditions in the work place (indoor and outdoor such as extreme cold, heat, hazards, and atmospheric conditions).

MINIMUM REQUIREMENTS

1. Three years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems.
- OR**
2. An Associate Degree in the HVAC field (installation 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.
 3. 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

- Four years of experience in HVAC repair and/or maintenance.
- Building automation control system experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL

- Knowledge of building and mechanical preventive maintenance programs.
- Knowledge of general hand tools and various machines associated with HVAC repair and maintenance duties.
- Knowledge of boilers, HVAC systems, and plumbing, including controls on heating units, such as motorized valves, relays, condensate pumps, high and low water pressure cutoffs, damper controls, and thermostats.
- Knowledge of the safety requirements and occupational hazards of repair shops.
- 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.
- General knowledge of basic computer programs and keyboarding skills.
- Ability to learn specific computer programs associated with the position.
- Knowledge of and ability to apply safety principles and practices as they apply to the HVAC field.

CRITICAL THINKING/PROFESSIONALISM

- Ability to work productively in both on-demand and preventive maintenance work environments.
- Ability to work efficiently both independently and perform effectively under pressure and within rigid timeframes.
- Ability to apply basic troubleshooting techniques in the field and resolve problems efficiently and independently.
- Honesty and the ability to use City resources responsibly.

INTERPERSONAL

- Verbal communication skills to effectively convey information to other staff members and managers.
- Ability to work cooperatively and effectively with coworkers and customers whose backgrounds may differ from one's own.
- Interpersonal and teamwork skills to be able to develop and maintain effective working relationships with managers and colleagues.
- Ability to be diplomatic, tactful, and courteous with co-workers, customers, and the public, including in adverse situations.

CURRENT SALARY

The current starting salary (Pay Range 7NN) is \$64,466 annually, and the current resident incentive starting salary for City of Milwaukee residents is \$66,400.

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

- 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 <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE – The examination will be held as soon as practical after the application 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 examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: *Candidates must pass a Milwaukee Fire Department background investigation before hire.*

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting <https://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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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