

Job Title	HVAC-R Mechanic
Job Code	5785/1007
Grade	918
Open Date	10/4/2007
Close Date	First Review 10/24/07
Posting Details	

HVAC-R MECHANIC

Salary Grade 918: \$18.32 to \$28.48 Per Hour
Salary depending on Experience

This position is subject to after-hours on-call status typically one week per month.

**AS THE EMPLOYER OF CHOICE FOR SOUTHERN ARIZONA,
WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING
ENVIRONMENT!**

This recruitment will establish a city-wide civil service list which may be utilized by all city departments to fill vacancies occurring within the next six (6) months.

You are encouraged to print this bulletin because it contains important dates and information that will not be available online once this position closes.

The General Services Department, Facilities Division is seeking a dependable, journey-level HVAC-R Mechanic to maintain and repair heating, ventilation, air conditioning and refrigeration systems for City of Tucson facilities.

Examples of essential duties may include:

- Reads diagrams and troubleshoots, analyzes and repairs electrical circuits, mechanical equipment and temperature control systems.
- Maintains mechanical equipment by rebuilding or replacing motors, starters and bad components, repairing and troubleshooting electrical shorts, checking connections, troubleshooting, replacing and installing equipment, wiring components and installing new sheet metal.
- Maintains temperature control systems by adjusting, maintaining and repairing controls, testing and troubleshooting equipment, repairing and replacing equipment and lines, locating and repairing problems, starting hot water boilers, checking safety controls, checking and adjusting air flow and gas pressures, welding new parts, installing or replacing pipes, removing and replacing filters and clearing debris.
- Performs related duties by assisting electricians during special events, maintaining the cleanliness of mechanical rooms and performing actions to enhance air quality.
- May occasionally direct helpers, assistants, seasonal employees, interns, volunteers or

temporary employees.

QUALIFICATIONS:

A high school diploma or equivalent, at least six (6) months of post-high school training in heating ventilation, air conditioning and refrigeration and at least four (4) years of experience maintaining and repairing heating, ventilation, air conditioning and refrigeration systems. Candidates must have a current Level II or Universal Environmental Protection Agency Refrigerant Certification and a valid Arizona Driver's License.

PREFERRED/ADDITIONAL QUALIFICATIONS:

Prefer commercial HVAC-R maintenance and repair experience, experience working with direct digital controls (DDC) and experience maintaining and repairing chillers and boilers.

OTHER REQUIREMENTS:

Some positions may require a satisfactory criminal background check, Motor Vehicle History Report, public records check and/or physical, drug screen and/or audio exam. Fingerprinting and reference checks may also be conducted prior to an offer of employment. Employment offers are contingent upon successfully passing any of the above requirements.

THIS POSITION WILL REMAIN OPEN UNTIL THE NEEDS OF THE CITY HAVE BEEN MET. THERE WILL BE PERIODIC REVIEWS OF COMPLETED APPLICATIONS. FIRST REVIEW OF APPLICATIONS SCHEDULED FOR 10/24/07.

WHAT HAPPENS NEXT:

To be considered for this position, a completed employment profile and supplemental application questions must be submitted online by the closing date. Those applicants meeting the minimum qualifications will be evaluated on the Training and Experience in their employment profile and the responses to the supplemental questions. The highest scoring applicants will be invited to participate in an Oral Board interview that will include a written examination. Upon completion of all examination processes, the highest scoring applicants will be placed on the Civil Service Employment List that will be utilized by hiring departments. An applicant's ranking on the Civil Service list will be based on their final score which will be calculated as follows: 20% of the rating for training and experience, 20% of the rating for the written examination and 60% of the rating for the oral board Interview.

Veterans, Native American, or Disability preference points will be added to the final score for those that are placed on the Civil Service Employment List. If you qualify for preference points as outlined in the Employment Profile, you must submit your documentation at the Oral Board interviews.

Examination results and status will be communicated by email so please ensure your

browser accepts emails from jobs@tucsonaz.gov and check your email account regularly. Failure to respond or follow instructions will result in disqualification.

Tentative dates for testing are scheduled for November 1, 2007.

HOW TO APPLY:

You must complete all of the following and make sure your information is submitted properly. Only complete online applications will be evaluated. If you are already registered and have nothing to update, click the apply button below. If this is your first time to apply - then you must:

- Register to Apply On-line, and then go to "My Employment Profile"
- Complete "My Profile Information" (OPTIONAL: This is where you may paste your resume)
- Complete "My Training and Experience" listing all Education and Employment History
- Complete ALL Supplemental Application Questions

Applications that do not contain complete profile information, listing of education and experience and responses to all supplemental application questions will not receive further consideration and will be deemed an incomplete application.

If you are in need of Americans with Disabilities Act-related accommodation during the testing process, please call 520-837-4171 at least 48 hours prior to the evaluation.

CONTACTS:

Mark Pargas, HR Technician (520) 837-4177 e-mail: Mark.Pargas@tucsonaz.gov
Deb Thalasis, Lead HR Analyst (520) 837-4181, e-mail: Deb.Thalasis@tucsonaz.gov

JOB CODE: 5785/1007

To ensure accurate payroll information for tax purposes, the successful candidate will need to provide their original Social Security Card or original letter from the Social Security Administration with their social security number prior to beginning work with the City of Tucson.

The City of Tucson hires lawful workers only - US citizens or nationals and non-citizens with valid work authorization - without discrimination. Federal immigration laws require all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, the City of Tucson is participating in the Basic Pilot Program (E-Verify) established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired employees. Our participation in the pilot program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.