



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

August 26, 2024










HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

HEATING, VENTILATION, AND AIR CONDITIONING TECHNICIAN II Central Office - Facilities






To help maintain the buildings of the school system in a condition of operating excellence to ensure that full use may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE










These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Repairs rooftop heating and cooling units, motors, and pumps.
-  Wires and maintains electrical temperature controls, including changing bearings, fans, motors, and shafts.
-  Repairs, installs, and maintains air conditioning compressors and electric motors.
-  Installs pneumatic and electrical temperature control systems, and associated sending, receiving, and operating devices.
-  Troubleshoots and repairs rooftop air conditioning and heating systems, cooling towers, pumps, coils, and related equipment.
-  Uses schematic drawings, all hand tools, test equipment, power tools, and other equipment associated with the trade.
-  Utilizes necessary vehicles for transporting personnel, tools, and materials to and from job sites; loads and unloads materials, supplies, and equipment.
-  Responds and assists during emergency situations, including but not limited to inclement weather assignments, vandalism, and emergency repairs.
-  Performs other work-related duties as assigned.

SALARY

-  This is a twelve-month position. Salary range based on Grade 9 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Personnel. Starting Salary: \$53,819– Maximum Earnings Potential \$75,648.
-  Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
-  HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
-  FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED.
-  Three years' experience in the trade.
-  Hold and maintain a valid driver's license with a willingness to obtain and maintain a commercial driver's license.
-  Able to read and interpret schematic drawings and list needed materials in diagnosing the repair of heating and cooling units and controls.
-  Knowledge of large heating and cooling units and pneumatic systems.
-  Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling wet and dry mop heads, buckets of material weighing up to 50 pounds and the ability to climb ladders in excess of fifteen feet as well as ability to access lifts, scaffolding, man lifts, pallet jackets, boom equipment and use of back mounted equipment. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment and material.
-  Able to follow plans and procedures, determine the sequence of operations and complete a project using acceptable procedures.
-  Must be available to respond to after-hour emergency calls and respond to emergencies as needed.
-  Willingness to pursue any special licenses required of the position.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or Kenneth.miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE