

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2269

OPEN COMPETITIVE EXAMINATION FOR: H.V.A.C. TECHNICIAN

SALARY: \$23.50 ~ \$28.59/hr. (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

FRINGE BENEFITS: Choose from two available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

OPEN UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

DISTINGUISHING FEATURES OF THE CLASS:

Operates maintains and repairs heating, ventilation and air-conditioning (H.V.A.C.) equipment and their supportive systems. This is skilled work on the journeyman level involving responsibility for difficult mechanical maintenance of H.V.A.C. equipment. Work is performed according to prescribed standards and procedures subject to the approval of the department head or designee.

EXAMPLES OF WORK: (Illustrative only)

Installs H.V.A.C. equipment; Inspects entire system to verify proper function and maintenance; Performs preventive maintenance and repairs on all H.V.A.C. equipment and supportive systems; Takes corrective action to eliminate malfunctions and reports unusual condition to supervisor; Checks various gauges and instruments which indicate levels of water, refrigerant and pressure; Calibrates thermostats, compressors and other H.V.A.C. equipment; Regulates heating and cooling to designated areas utilizing computerized controls; Tests samples of cooling water in circulation systems and adds chemicals as required; Utilizes computerized diagnostic, adjustment and recording equipment; Records inspections and services performed on equipment in a daily log; Does other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Considerable knowledge of the methods, practices, tools and materials used in heating, ventilating and air-conditioning operation, maintenance and repair work; some knowledge of the methods, practices and tools used in the several trades involved in the maintenance of H.V.A.C. systems; some knowledge of occupational hazards and necessary safety precautions applicable to H.V.A.C. equipment maintenance and repair work; ability to interpret and work from sketches, diagrams, technical orders, manufacturer's manuals, and specifications; ability to maintain records and reports, ability to communicate clearly and concisely, orally and in writing.

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REQUIRED EXPERIENCE & TRAINING:

Three (3) years of experience as an H.V.A.C. skilled tradesman and possession of a high school diploma or G.E.D.; preferably supplemented by college level courses in a related field. Refrigerant license and cooling tower and steam boiler experience preferred.

SPECIAL REQUIREMENT:

1. Possession of a valid CT S-2 "Unlimited Journeyman's License".
2. Possession of a current Connecticut Motor Vehicle License and a good driving record.

**COPIES OF HIGH SCHOOL DIPLOMA, TRANSCRIPTS OR GED
MUST BE SUBMITTED AT TIME OF APPLICATION**

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Local 353 AFSCME (AFL-CIO). The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

10/28/2020 JP

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The City may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception			X				
Standing			X		Color Distinction				X			
Walking			X		Peripheral Vision			X				
Sitting		X			Driving			X				
Lifting				X	Physical Strength:							
Carrying				X	Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)			X				
Pulling		X			Medium Work (20-50 lbs.)			X				
Climbing				X	Heavy Work (50-100 lbs.)			X				
Balancing				X	Very Heavy Work (100+ lbs.)			X				
Stooping			X		Environmental Conditions							
Kneeling				X	Cold (50 degrees F or less)		X					
Crouching				X	Heat (90 degrees F or more)		X					
Crawling				X	Temperature Changes		X					
Reaching				X	Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting				X	Exposure to Chemicals		X					
Feeling				X	Exposure to Gases and Fumes			X				
Talking		X			Exposure to Unpleasant Odors		X					
Hearing			X		Exposure to bodily fluids		X					
Repetitive Motion				X	Exposure to dampness			X				
Hand/Eye/Foot Coordination				X	Confinement to Small or Restricting Area			X				
Visual Acuity/Near			X		Mechanical Hazards		X					
Visual Acuity/Far			X		Physical danger or abuse		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.