



# Madison County Vacancy Announcement

## HVAC Technician Maintenance Department

### Position Summary:

Performs intermediate and complex work in the care and maintenance of County buildings and facilities, including electrical, plumbing, heating, air-conditioning, and related equipment, systems, and facilities. The employee reports to the Director of Facilities Maintenance, but the majority of work is performed independently. Sound judgment, tact, and professionalism are a requirement of this position.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email at [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Performs preventative and corrective maintenance of County facilities and equipment.
- Responds to service requests from the Director of Facilities Maintenance; reviews and determines required maintenance and repair work.
- Maintains and repairs heating and cooling equipment, including boilers; installs and repairs conduits, wiring, switches, circuit breakers, junction boxes, motors, fuses, fixtures, and controls and makes other electrical repairs; repairs and maintains air compressors, fans, motors, and controls; oils and greases bearings, and other related tasks.
- Performs occasional acetylene and electrical welding of a routine nature.
- Repairs motors, pumps, and generators.
- Repairs or replaces faucets, valves, and fixtures, unclogging drains, toilets, and sinks, installing water heaters.
- Repairs electrical fixtures, including sockets, switches, globes, and breakers.
- Runs and assists in running conduit and pulling wire; hangs light fixtures.
- Repairs broken or damaged flooring, and replaces flooring.
- Paints exterior and interior surfaces, walls, ceilings, base boards, and trim.
- Maintains grounds by picking up debris, mowing, edge trimming, and other landscaping tasks.
- Operates chain saws, weed eaters, and other light equipment to cut, prune, and trim shrubbery and trees.
- Removes snow and/or ice from roads, paths, walks, stairs, and parking areas by using hand tools and powered equipment.
- Performs other tasks as assigned.

### Education:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in the building trades or related field and extensive experience in building

and grounds maintenance and repair. Formal trades experience in one or more areas related to assignment (HVAC, electrical, plumbing) preferred.

### **Knowledge, Skills, and Abilities:**

- Working knowledge of the practices, methods, and tools associated with mechanical and maintenance trades.
- Working knowledge of the hazards and safety precautions peculiar to various mechanical maintenance trades.
- Ability to understand simple sketches, penciled layouts, and rough plans associated with building maintenance and repair work.
- Skill in the use of tools and equipment in general maintenance work.
- Ability to deal tactfully and courteously with the public.

### **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Frequent lifting up to 75 pounds
- Frequent carrying up to 75 pounds
- Frequent pushing up to 100 pounds
- Constant standing and walking
- Frequent squatting, stooping, and body twisting
- Reaching at high and low levels

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug screens. Must possess a valid North Carolina Driver's License.

**Salary and Compensation:** \$30,000-38,147. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.