THE CITY OF HAYWARD is recruiting

HVAC MECHANIC
MONTHLY SALARY*: $7,675 - $9,004

Welcome to Hayward’s Facilities Management Division! Our core mission is to provide comprehensive maintenance, including routine repairs, long-term fixes, and general building upkeep of all City buildings. The Division also prepares, protects, and cleans up City facilities for special events. If a City building needs fixing or a special event is happening at one of our buildings, Facilities is committed to helping.

THE POSITION
The Facilities Management Division has an immediate opening for a highly responsible HVAC Mechanic to join our team. Under general supervision from the Facilities and Building Manager, the HVAC Mechanic performs a variety of advanced heating, ventilation and air conditioning (HVAC) work in connection with maintenance and repair; performs skilled trades work on projects in the trade areas of electrical, plumbing, low-voltage communication systems, and facilities repair; and performs related work as required. The HVAC Mechanic may assist in the skilled trades of carpentry and painting as needed.

IDEAL CANDIDATE
If you are as equally committed to maintaining energy and facilities efficiency and control, as you are to working as a key member of a team that takes pride in the work they perform and the excellent services they provide, we are looking for you! Ideal candidates will possess professional/technical strength following principles and practices of the HVAC field. Those with experience servicing diverse facilities and commercial equipment and adhering to job safety practices are also encouraged to apply.

DUTIES INCLUDE
Duties may include but are not limited to the following:

- Services, repairs and replaces heating, ventilation and air conditioning equipment; repairs and overhauls a variety of equipment, including air compressors, major tooling, drinking fountains, auxiliary fans of all types, and lighting devices.
- Performs preventative maintenance on heating, ventilation and air conditioning equipment.
- Performs more complex, difficult or unique tasks or projects that have longer-term objectives and works in a manner that is largely self-directed.
- Diagnoses causes of equipment malfunctions.
- Installs, services and programs building operation computer-based control systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Check out the HVAC Mechanic job description for a complete listing of job related and essential competencies and qualifications.
PROFESSIONAL QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of increasingly responsible skilled craft experience in HVAC. Experience in energy management systems is desirable.

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by the completion of an apprenticeship program in HVAC. Completion of a five (5) year apprenticeship program in HVAC is highly desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver’s License. Possession and maintenance of Federal Environmental Protection Agency CFC Universal Technician certification.

SUPPLEMENTAL QUESTIONS

Responses to the supplemental questions included in the on-line application are required for application consideration. Please refer to online job posting for more details. Below are some of the key questions:

- Describe your experience performing preventative maintenance on heating, ventilation, and air conditioning equipment.

- Describe your experience in programming and using building operation computer-based control systems (i.e., Building Automation Systems (BAS)).

- What is your experience in ensuring safety rules and protocols are met? Describe a safety issue you resolved on your own without seeking supervisory direction. What was the issue, the steps you took, and the outcome?

- Tell us about a position you held that required you to maintain HVAC systems and/or automated building systems in multiple sites. Be sure to indicate the type of systems and facilities, and the total number of sites you maintained.

- Describe the most complex, major repair and installation you have completed in your career. What made it so challenging and what did you do to ensure a successful outcome?

HOW TO APPLY

Candidates are encouraged to apply online at Hayward’s Career Opportunities Page. Apply prior to the closing time of the job announcement and allow at least one (1) hour to submit your application if you are a new user to the system. Our on-line application system is provided by Government Jobs. If you have problems while applying online, please contact the Government Jobs Help Desk at (877) 204-4442.

The City of Hayward is an Equal Opportunity Employer