



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:** **ASSISTANT HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE ENGINEER (Provisional\* Appointment)**

**SALARY:** \$46,816 - \$59,420 annually

**LOCATION:** Monroe County Department of Environmental Services

**HOURS:** Normally Monday – Friday (40 hours per week) but could be any shift deemed necessary by the department. Call-ins, standby, overtime, weekends, and holidays as may be needed or required.

### **JOB SUMMARY:**

This is an entry-level service position responsible for assisting in the repairing, installing and servicing of HVAC systems. Work is generally performed alongside a more skilled engineer. (The employee may also operate HVAC systems in a building not requiring licensing as per City of Rochester requirements.) This title differs from Heating Ventilating, Air Conditioning Service Engineer by virtue of its responsibility for more routine work. The employee reports directly to, and works under the direct supervision of a Lead HVAC Service Engineer or other higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full time or its part time equivalent experience in the installation, maintenance and repair of HVAC systems found in commercial or public buildings including experience in heating, and in the installation, maintenance, and repair of refrigeration equipment\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or Certificate in Heating, Ventilating and Air Conditioning; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

\*\*Minor repair and preventive maintenance tasks such as changing filters and belts and lubrication of HVAC and refrigeration equipment will not be considered as qualifying experience.

### **SPECIAL REQUIREMENTS:**

Possession of a Universal Refrigerant Transition and Recovery Certificate issued by the United States Environmental Protection Agency (EPA) or EPA approved certifying organization\*\*\*.

\*\*\*Submit copy of certificate with application.

**SPECIAL REQUIREMENTS (continued):**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 1, 2024

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.