



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

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

SALARY: \$56,268 - \$71,123 annually

LOCATION: Monroe County Department of Environmental Services

JOB SUMMARY:

This is a service position responsible for repairing, installing and servicing HVAC systems. (The employee may also operate HVAC systems in a building not requiring licensing as per City of Rochester requirements.) Employees are distinguished from Assistant Stationary Engineers by virtue of the expanded scope of work with emphasis on major repairs, installations and service versus the routine operations and minor repairs assigned to the Assistant Stationary Engineers. This position is distinguished from the Assistant HVAC Service Engineer by working independently and performing more complex work such as analyzing servicing needs and handling problems with installations. The employee reports directly to, and works under the general supervision of a Lead HVAC Service Engineer or other higher level staff member. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Three (3) 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 which must include at least one (1) year paid full-time or its part-time equivalent experience 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 plus one (1) year paid full-time or its part-time equivalent experience in the installation, maintenance and repair of HVAC systems found in commercial or public buildings which must include at least one (1) year paid full-time or its part-time equivalent experience in heating, and in the installation, maintenance and repair of refrigeration equipment*; 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***.

SPECIAL REQUIREMENTS (continued):

***submit copy of certificate with application.

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:

From July 2022 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

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.