



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSISTANT HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE ENGINEER (2 Provisional\* Appointments)

**SALARY:** \$37,081 - \$47,840 annually

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

### **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.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

**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.

<b>Send Civil Service Application to:</b>	Monroe County Department of Human Resources 39 West. Main Street – Room 210 Rochester, NY 14614-1471
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**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.