



**CITY OF BALTIMORE**  
**Department of Human Resources**  
**7 E. Redwood Street, 1st Floor**  
**Baltimore, MD 21202**  
**(410) 396-3860 711(TTY)**  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

**INVITES APPLICATIONS FOR THE POSITION**  
**OF:**  
**Heating & Air Conditioning Technician II -**  
**Department of General Services**

*An Equal Opportunity Employer*

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**SALARY:** \$37,111.00 - \$41,500.00 Annually

**OPENING DATE:** 01/01/19

**CLOSING DATE:** Continuous

**EDUCATION ACCREDITATION:** Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at [www.naces.org](http://www.naces.org).

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least six months. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**DRUG & ALCOHOL TESTING:** Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

**CRIMINAL BACKGROUND CHECK:** Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

**PROBATION:** All persons, including current City employees, selected from the eligible list resulting from this examination will be on probation for 6 months.

**CLASS DESCRIPTION:**

A Heating and Air Conditioning Technician II diagnoses maintain and repairs all types of heating, ventilating, air conditioning and related equipment. Work of this class involves no supervisory duties or responsibilities.

Incumbents receive moderate supervision from a technical superior. Employees in this class work on a 24-hour on-call basis. Work is performed in a boiler room or other confined area where there is the potential hazard of boiler explosions and exposure to noise pollution and toxic materials. Work requires moderate physical exertion such as lifting heavy air conditioning units.

**SELECTION PROCESS:**

All candidates indicating the minimum qualifications on their application will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

**MINIMUM QUALIFICATIONS:**

On or before the date of filing the application, each candidate must:

**EDUCATION:** Have a high diploma from accredited high school or possession of a GED certificate

**EXPERIENCE:** Have three years of experience in the maintenance and repair of heating, air conditioning, and refrigeration equipment.

**LICENSES, REGISTRATIONS AND CERTIFICATIONS:**

A U.S. Environmental Protection Agency (EPA) approved C.F.C. Certificate of Completion as a Technician Type I OR Type II will be required upon hire.

A valid Maryland Class C Non-commercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

**NOTES****(EQUIVALENCIES):**

Six months of additional experience in the maintenance and repair of heating, air conditioning, refrigeration, and ventilating equipment may be substituted for each year of the high school or GED requirement.

Completion of one year of the required coursework in an environmental control system (or climate control) curriculum in an accredited high school or vocational school may be substituted for six months of the experience requirement.

Completion of an apprenticeship program approved by the State of Maryland may be substituted for up to two years of the experience requirement.

**SUPPLEMENTAL INFORMATION:**

**Successful candidates may be contacted to appear for an interview on Saturday, March 30, 2019 at the Rita Church Recreation Center located at 2101 Saint Lo Drive, Baltimore MD 21213; or may be interviewed on the day of the event. Candidates will need to bring a valid picture ID such as your Driver's License or State ID card. Candidates that are not contacted to appear for an interview on March 30, 2019 may be notified to appear for an interview at another location, at a later date.**

**EXAMINATION PROCESS:**

Applicants must provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful applicants will be placed on the employment certified eligible list for at least 6 months.

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete supplemental questions to further examine specific Knowledge, Skills, and Abilities of the position. Therefore, it is important that you provide complete and accurate information on your application.

**NOTES:** Employees must provide some of their own tools. Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information and to submit to drug and alcohol testing.