



City of Danbury
MAINTENANCE MECHANIC III – HVAC
Public Buildings
Salary: \$27.21/hour

Please carefully read this entire important announcement

The City of Danbury will not discriminate against any applicant on the basis of sex, race, color, sexual orientation, genetic information, marital status, pregnancy, childbirth or related conditions, national origin, ancestry, age, veteran status, or disability, except where it is a bona fide occupational qualification. We encourage African Americans, women, Hispanics, and other minorities who meet the minimum qualifications to apply.

The following information is only a general description of the recruitment and hiring process and is not all-inclusive. Please note that any and/or all of the components of this process may be changed by the City of Danbury with or without notice. Additionally, the City of Danbury reserves the right to modify the order sequence of testing as may be appropriate.

GENERAL STATEMENT OF DUTIES:

This is highly skilled and semi-skilled trades and supervisory work in the maintenance, repair and alteration of buildings, utilities and equipment. Employees in this classification are experts in their field and perform minor supervisory, as well as skilled trades work in other fields. Work includes, heating, ventilation, air conditioning, refrigeration, electronics, electricity, painting, plumbing, lubrication, mechanical, building construction and renovations. Work assignments are general in nature and are performed under limited supervision. Maintenance Mechanic III usually works alone and may provide minor supervision for one to three employees within this class or related classes on specific assignments that require assistance. This Maintenance Mechanic III will hold a valid, current State of Connecticut Department of Consumer Protection license in the Heating, Ventilating or Air Conditioning trade.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Performs facility maintenance and alteration work including, but not limited to: HVAC installations, repairs and maintenance, repairing control systems, heating and/or air conditioning repairs, repairing burners, steam fitting, brazing, rebuilding pumps and valves, and related work at an expert level.
- Performs preventive maintenance and repairs on heating, ventilating and cooling systems, pneumatic and/or digital controls systems and mechanical machinery.
- Interprets oral and written instructions specifications, diagrams, codes and manufactures literature.
- Inspects equipment and machinery to determine proper functioning.
- Must be able to work on ladders, scaffolding, elevated platforms or buckets, catwalks, crawl spaces, tunnels, ledges and roofs.

- Moves equipment and installs equipment in new location that may require the installation of service lines.
- Assists in operating and maintaining a computer based planned preventative maintenance program for building equipment, and maintenance and repairs scheduling, under the general supervision of the Superintendent or Foreman.
- Lubricates equipment and checks for malfunction.
- Performs snow removal operations as directed by the Superintendent or Foreman.
- Assists in the preparation of labor and material estimates.
- Maintains general maintenance and repair records.
- Performs related work as required.
- Performs other duties as required in an emergency or as assigned by the Superintendent or, Foreman.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Abilities/Skills:

Considerable knowledge of the standard practices, methods, tools and materials of the heating, ventilating and air conditioning, controls, and mechanical repair trade. Considerable knowledge of the occupational hazards and safety precautions of the HVAC trade including city and state codes; some knowledge of the practices, methods, tools and materials of the carpentry, plumbing, mechanical, electrical and masonry trades. Ability to work from sketches, blue prints, Architectural or Engineering plans. Understand and effectively follow oral and written instructions. Demonstrate skill in the use of tools, materials and equipment common to the HVAC trade. Ability to effectively and efficiently direct the activities of other employees within the class or related classes. Ability to express ideas clearly and concisely, both orally and written.

EDUCATION, EXPERIENCE AND TRAINING:

High school graduate, technical / trade school diploma or equivalent educational training. Five or more years' experience in HVAC construction and/or maintenance field is the minimum requirement.

Shall possess and maintain: 1) a valid driver's license to operate motor vehicles in the State of Connecticut. 2) State of Connecticut, Department of Consumer Protection valid professional trades license: {Heating & Cooling S1, S2, or Cooling D1, D2.}. Certification of OSHA 40 hour training (HAZWOPR) preferred but not required.

SUPERVISION RECEIVED:

Receives work assignments from the Superintendent, or Foreman.

Maintenance Mechanics in this class are on call 24 hours a day, seven days a week to respond to emergencies as needed.

If you do not meet the above minimum requirements, your application will not be accepted by the Civil Service Commission nor will you receive a refund of your application fee.

PLEASE NOTE: Be sure to complete the application in its entirety by including your specific skills and responsibilities under each position that you have held. Should you not specifically indicate that you have the skills required as defined above, the Civil Service Commission will not accept your application.

2. Application Submission:

Applications are available at the Human Resources Dept., 155 Deer Hill Ave., Danbury, CT 06810 or at www.ci.danbury-ct.gov. Qualified applicants must submit a completed original application with two copies and a \$10 fee* to Human Resources **no later than 6:00 pm, Wednesday, January 28, 2015. EEO/M/F/D/**

**Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a applicant's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission prior to the application closing date, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.*

The application must be completed in its entirety. Omissions, false, misleading or inaccurate information will result in rejection of the application.

It is recommended that applicants do not wait until the last day to submit the application. Applications should be completed as soon as possible after publication of the announcement for examination.

Please contact the Human Resources/Civil Service Department at (203) 797-4598 or humanresources@danbury-ct.gov if you need assistance or if you have any general questions

3. Application Review

The Civil Service Commission is responsible for reviewing the applications to determine if they are complete and meet the minimum requirements for the position. The Commission will review all the applications for the position during their monthly meeting following the closing date of the position.

If an application is accepted by the Civil Service Commission, then the applicant will be notified in writing and will be informed of the next step in the process. If the Commission does not accept an application, the applicant will also be notified in writing.

4. Testing

Once an application is accepted by the Civil Service Commission, the applicant will be notified in writing of the next steps in the testing process. Each test phase named below is listed in the order in which they occur. Each test phase must be passed in order to continue to the next level of the selection process.

It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up examinations or alternative examination dates.

If an applicant fails any one of the test phases listed below, the applicant will be immediately eliminated from consideration for this hiring process.

Examination: **The Practical Examination (100% of the final score)**
Test Date: **Week of February 23, 2015 (by appointment)**
Location: **Public Works Complex**
 Public Buildings
 53 Newtown Road
 Danbury, CT 06810

(Unless otherwise notified, applicants are not permitted to bring and/or use calculators, electronic devices, books or other reference materials during the examinations).

Reasonable Accommodations in the testing process:

All requests for reasonable accommodations in the testing process along with medical documentation establishing the need for the accommodation must be submitted to the City of Danbury Human Resources Department no later than the closing date of applications.

5. The Eligibility List

A passing average score on the above tests will place an applicant on the Maintenance Mechanic III – HVAC Eligibility List in rank order. The rank on this list is established according to the averaged score on the written and oral exams according to the percentages as indicated above plus any additional applicable veterans points awarded. The resulting list is then certified by the Civil Service Commission and will be used to fill vacancies as they occur, as per Civil Service Rules. If the list is not exhausted, it remains in effect for one year. However, the Commission can decide to extend an eligibility list for one additional year.

Participation in the testing and recruitment process and/or placement on an eligibility list does not guarantee a continuance in the remainder of the hiring process nor does it imply or constitute an offer of employment.

6. Additional Testing Requirements

Once the eligibility list is certified, depending on the number of vacancies, candidates with the highest ranking on the list will be interviewed by a panel of City Officials. As future positions become available, applicants are interviewed from this list based on their ranking for as long as the list is active.

Those candidates selected through the panel interview will continue in the selection process by participating in an additional series of testing which may include but is not limited to background checks, drug screens, medical physical, etc. Once again, each test phase must be passed in order to continue to the next level of the testing process. If any one of the test phases is not passed, the candidate will be immediately eliminated from consideration for this hiring process and subsequently removed from the eligibility list.