

**JOB VACANCY ANNOUNCEMENT****“RE-ADVERTISED”****POSITION: BUILDING MAINTENANCE - HVAC TECHNICIAN****DEPARTMENT: Duplin County Maintenance****SALARY: Grade 64 \$28,720 - \$38,652 Annually  
(Salary Negotiable/Depending on Certifications & Experience)****OPENING DATE: August 31, 2017 CLOSING DATE: September 15, 2017  
5:00 p.m.****APPLY AT: Duplin County Personnel Office  
County Administration Building - 224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 "Equal Opportunity Employer"****GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to maintain County heating, and air conditioning equipment. Employees in this classification perform skilled work. Position is responsible for performing electrical, and mechanical trades; servicing and maintaining the County's air conditioning and heating system. Performs related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES****EXAMPLES OF ESSENTIAL FUNCTIONS**

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

- Checks, maintains, and services air conditioning and heating units; replaces compressors, belts and filters; greases motors; assists in repairing furnaces.
- Performs maintenance and repairs on "central plant" at Duplin Commons.
- Changes filters in HVAC units.
- Troubleshoots problems with HVAC units and follows up with manufacture, if necessary.
- Maintains electrical wiring, rewiring switches, receptacles, and lamps; maintains and replaces motors; installs panels, conduits, and wire.
- Operates equipment, including refrigeration equipment, and freon recovery equipment.
- Maintains an inventory of all heating and air conditioning units by type, model, year put in service and maintains service history on each unit.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by vocational/technical training in heating and air conditioning; supplemented by six (6) to nine (9) years previous experience and/or training involving the installation and maintenance of heating and air conditioning systems; or an equivalent combination of education, training, and experience.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. Possession of a Freon EPA Certification issued by the State of North Carolina. In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening.