State Preservation Board
Posting # 219-068

HVAC Mechanic III

Job Type: Full Time; Monday - Friday, 7:30 - 4:30 pm*
Posting Dates: May 30, 2019 - until closed
Hiring Range: $4333.00 - $5280.00 / monthly

Organizational Overview:
The Texas State Preservation Board (TSPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. The TSPB provides educational programs centered on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

Position Summary:
The HVAC III reports to the Maintenance Manager and responds to direction from lead maintenance specialists. The HVAC III performs advanced, senior-level responsibilities related to installation, repair and maintenance of ventilation, heating, air conditioning and environmental control systems, based on work orders, and preventative maintenance activities. Determines materials, tools, techniques and the appropriate methods and procedures to perform maintenance work. Consistently and reliably diagnoses equipment malfunctions and prescribes appropriate repair procedures. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. Must be available to work on-call as required and after regular business hours, including evenings, nights and weekends. Position oversees the work of staff, and works as part of a team focused on a service company approach to building maintenance, and must consistently portray a professional, positive, respectful and calm demeanor. Displays sound judgment and service-oriented focus when interacting with co-workers, building occupants and visitors. This position is not sedentary in nature and requires considerable physical and mental exertion, organization and planning. May be exposed to inclement or harsh weather conditions due to the scope and nature of job duties. Must be able to work extended hours in order to be considered. Performs all other duties as assigned. References will be required to verify experience, and must be able to pass a thorough criminal background check.

*Work hours are based on the Agency's 360 day-per-year schedule and include weekends, evenings and holidays, including on short notice.

Essential Job Duties: For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Overhauls, cleans, lubricates and services air conditioning, heating, and ventilating equipment including steam valves and controls. Replaces faulty controls, wiring and thermostats.
- Performs and may plan and oversee the maintenance and repair of HVAC equipment, high pressure steam boilers, large centrifugal refrigeration compressors, and components such as condensers, chillers, cooling towers, pumps, and valves.
- Installs, troubleshoots, and retrofits DDC controllers and the networks they reside on.
- Uses the computer driven HVAC management system to monitor humidity and adjust temperatures.
- Repairs pumps, air compressors, and circulating pumps associated with air conditioning and heating equipment and systems. Repairs and replaces worn or broken parts on condensers, compressors, and water pumps.
- Assists in developing plans, specifications and estimates of HVAC maintenance and renovation projects.
- Performs water treatment on closed and open loops.
- Repairs or adjusts values, piping connections, fitting, and couplings.
- Repairs electrical parts and equipment.
- Understands basic electron theory, how electricity travels, AC and DC currents; single phase and three phase circuits; and series and parallel circuits; and Ohms Law, troubleshoots basic electrical circuits. Reads basic wiring diagrams, and uses multi-meters to read voltage, current and resistance values.
- Understands the refrigeration cycle and uses a manifold gauge set, pressure/temperature chart and temperature measuring devices for routine maintenance and to diagnose problems in the refrigeration circuit. Recovers, evacuates and charges refrigeration.
- Tests refrigeration equipment for leaks and installs replacement refrigerants when needed.
- Removes and installs motors, thermostats, and humidistsats.
- Adjusts expansion valves and adds gas to refrigeration units.
Checks gauges and performs preventive maintenance work on air handlers, above ceilings, VAVs and fan coils.
Maintains accurate records and prepares reports on repairs and service to facility equipment.
Works on duct work above ceilings.
Performs plumbing repairs and checks and repairs on hot water and steam generator systems.
Remains abreast and complies with all applicable safety rules, regulations, standards and emergency procedures including applicable OSHA, Agency, local, state, and federal security and safety rules, regulations, and established industry safety and security techniques and standards. Plans work with safety and security front of mind. Continuously assesses safety conditions to ensure individual and workplace safety and safety of visitors and staff. Promotes visitor safety and building security. Assists with building evacuation if necessary.
Must have the ability to drive legally in the State of Texas, and be insured by TSPB while driving Agency vehicles.
Must be flexible and perform all other duties as assigned.
Adheres to all agency policies and procedures.
Regular attendance is an essential job duty for all TSPB positions.
Performs all duties in a manner that promotes public confidence in the TSPB and its staff.

Minimum Qualifications:  To meet the minimum requirement of this posting, applications will show that the applicant is a high school graduate, or equivalent, with at least 3 years of recent work experience performing air conditioning and refrigeration repairs, diagnostics and troubleshooting. The application will also demonstrate that the successful candidate has sustained knowledge of the principles, practices, techniques, methods, tools, and equipment related to the refrigeration cycle; understands how each component in the refrigeration and HVAC circuit works; including pumping, security, and sensor equipment operation, maintenance, and repair. Must have 3 years' experience in satisfactory customer service, handling service calls. Requires experience in computer controlled energy management HVAC systems and knowledge of electronic/pneumatic control systems. Requires computer experience in a Windows environment to use the work order system and communicate using email. Must have the ability to schedule and coordinate multiple projects. Must have a current driver license and safe driving record. Other mechanical experience such as system tear downs, pump rebuilds, pump alignments, overhauls, motor replacements, etc. is also required. This position is not sedentary in nature and requires considerable periods of standing, walking. Must be able to stoop, reach, bend, stretch, climb, lift, kneel, squat and perform physically and mentally demanding electrical inspections, repair and other maintenance tasks. Must able to lift up to 50lbs. if needed. Must be able to perform repetitive tasks as needed. Work conditions may include high electrical noise, poorly illuminated work areas and confined or underground spaces. Must possess the physical, visual and mental ability to safely navigate work areas.

Preferred Qualifications:  The ideal candidate for this position will be a HVAC trade school graduate and will have additional related vocational training such as AAFAME, BOMA, OSHA, or other training sessions directly related to the HVAC and Mechanical trade. Experience with facility maintenance and building operations. Advanced programming knowledge with Tridium control systems and other energy management systems. Advanced knowledge of safety regulations, including involvement with a safety committee.

To Apply:
Submit a fully completed State of Texas application to the TSPB by:
Email: TSPB.employment@tspb.texas.gov
Fax: (512) 463-3372
Mail or in person: 201 E. 14th Street, Suite 950, Austin, TX, 78701

For an application and additional information: See: http://www.tspb.texas.gov/spb/employ/employ.html or call: (512) 463-5495. All resumes must be accompanied by a fully completed state applications. All applications must be received by the TSPB by the close of business on the final day posted for consideration. Only candidates selected for an interview will be contacted.
For additional information about our agency please visit our website: http://www.tspb.texas.gov/

Benefits:
- Compensation package includes: medical, dental, vision and other insurance options; a defined benefit pension and an optional 401K retirement plan.
- Free parking, free individual Museum membership
- Positions offer a professional work environment

State Job Title: HVAC Mechanic III Classification: 9816 Salary Group: A-18


Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the
minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to www.texasskillstowork.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx.

EEO Statement:
The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

Selection Information:
At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.