

CITY OF INGLEWOOD

Human Resources Department

Announces a Career Opportunity For:

HVAC MECHANIC

Promotional and Open Competitive



	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HOURLY								
SALARY	\$ 19.88	\$20.89	\$21.96	\$23.08	\$24.26	\$25.49	\$26.80	\$28.16

The City is currently participating in a Work Furlough Program through December 31, 2013 with City Hall closed every Friday. The Work Furlough Program reduces employees work week from forty (40) to thirty-six (36) hours per week.

EESSENTIAL JOB TASKS:

- Installs, repairs, and maintains heating, air conditioning, ventilation and refrigeration systems and equipment.
- Responds to service calls to troubleshoot and resolve HVAC issues;
- Operates, maintains, repairs and adjusts direct digital controls, control panels, compressors, pumps and exhaust fans;
- Calibrates, replaces and installs pneumatic control thermostats;
- Repairs and maintains installs, repairs, tests and adjusts refrigeration components including evaporators, condensers, conditioning systems, refrigeration units, ice plants, centrifugal and screw chillers, walk-in coolers and freezers and ice machines.
- Verifies conformance with legal requirements and safety codes;
- Responds to emergency elevator and HVAC problems;
- Operates computerized energy and building management system; order supplies and materials needed to complete HVAC work orders;
- Tracks daily log of work order status and creates work reports.
- May also perform departmental related functions as assigned.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and two (2) years of full time experience in HVAC repair and maintenance; must possess at the time of application and maintain EPA Universal, HVAC certifications and a valid California Driver's License. The ideal candidate will be knowledgeable of HVAC maintenance best practices, methods and techniques; be able to effectively diagnosis and repair problems using current methods and techniques; be skilled in the safe use of power and hand tools used in HVAC maintenance and repair; be able to work independently and follow verbal and written instructions in English.

THE SELECTION PROCESS begins with a complete review of all applications and resumes submitted. Only those applicants possessing the required certifications and otherwise deemed "most qualified", as reflected in their application materials, will be invited to participate in the Selection Process for this position. Depending on the number of qualified applications received, the selection process may consist of a qualifications/application review, a multiple choice written exam, performance exam and/or a technical interview. Candidates who earn a minimum score of 70% on each test part shall have their name placed on the employment eligibility list in ranking order. The top three ranks of the eligibility list shall have their names certified to the hiring authority for a selection interview. A careful reference and work background review will be conducted along with a complete medical examination prior to appointment.

APPLY IMMEDIATELY: Applications will be accepted by the Human Resources Department no later than 5:00 p.m. October 31, 2013. Applicants must submit a copy of their **EPA Universal and HVAC certifications** with applications materials.

OPENS: 09/03/2013 REC NO. 2013-07

Applications will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

"OPEN" examination is a competitive examination open to all interested and qualified applicants.

"PROMOTIONAL ONLY" examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

"OPEN AND PROMOTIONAL" examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood's Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: http://www.cityofinglewood.org

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

EMPLOYMENT/BENEFITS

Benefits include 108 hours annually of sick leave, vacation, thirteen (13)-holidays, CalPERS Retirement, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved. Professional Employees are eligible for an Education Reimbursement for classes taken while employed with the City after one year of service in a Management/Professional job classification.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for 72 hours per pay period versus 80 hours in a two week pay period scale.