Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

**POSITION:** HEATING/AIR CONDITIONING MECHANIC, SR

*This position is open to County Employees and the General Public*

**POSITION NO:** 389  
**STARTING SALARY TO:** $43,146 - $49,959  
**DEPARTMENT:** SHERIFF/DETENTION (2400)

**PRIMARY FUNCTION/RESPONSIBILITY:** Responsible for the installation and maintenance of the heating and air conditioning systems within the Regional Detention facility including analysis of system capacity and operational efficiency and development of a repair/replacement schedule.

**DUTIES AND RESPONSIBILITIES:**
- Troubleshoots, diagnoses, and repairs malfunctions in heating, air conditioning and refrigeration systems, kitchen coolers and freezers, ice machines, and control boxes utilizing various diagnostic and testing devices.
- Replaces and/or repairs compressors, motors, filters, and other defective components.
- Performs preventative maintenance on heating and cooling systems, equipment, and fixtures including lubricating bearings, changing belts, cleaning coils, and adding refrigerant as needed.
- Oversees the testing of heating and air conditioning units within the Detention Facility as needed.
- Analyzes the functioning and condition of the heating and cooling systems; develops an overall plan of equipment maintenance and replacement schedules ensuring adequate service levels for the Detention facility.
- Reviews blueprints and specifications for proposed heating and cooling systems; makes recommendations regarding the type of system needed, equipment capacity, and the required installation process.
- Inspects the work of contractors to ensure compliance with project specifications.
- Oversees the repair and maintenance of hot water boiler systems.
- Maintains an inventory of needed heating and cooling system supplies and materials; completes requisitions as needed.
- Assists with the preparation of equipment specifications and scope of work when needed for the replacement of heating or cooling systems.
- Prepares schematics and drawings for HVAC system contractors utilizing AutoCAD or other appropriate graphics software.
- Maintains required records of all equipment repair and replacement.
- Responds to equipment malfunctions 24 hours a day when required.
- Performs other related duties as required.

**WORKING CONDITIONS:** Duties are performed within the Regional Detention Facility and involve work with electrical parts and equipment. Position must remain on call during assigned periods. Work is performed with occasional contact with inmates.

**MINIMUM QUALIFICATIONS:**
Completion of vocational technical school training in heating/air conditioning systems; *extensive experience* with the installation and maintenance of commercial heating and air conditioning systems; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**
Must possess or be able to immediately obtain an Arkansas class A HVAC license.
Must possess or be able to immediately obtain a valid Arkansas Boiler Operation and Maintenance License.
Must possess or be able to immediately obtain EPA's Universal Certification.

Employment is contingent upon satisfactory completion of a background check.

**OPEN DATE:** 12-13-2019  
**CLOSE DATE:** 1-06-2020 (5:00 p.m.)

The Human Resource Office will be closed on Tuesday, December 24 and Wednesday, December 25, 2019 in observance of the Christmas Eve and Christmas Day holiday.

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

13 December 2019

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