

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: HVAC TECHNICIAN TRAINEE	
MINIMUM SALARY: \$14.11/HOURLY	
DEPARTMENT: HVAC	SECTION: MAINTENANCE
HOURS OF WORK: 8:00 AM – 4:40 PM	BARGAINING UNIT: IUOE
POSTING DATE: October 15, 2009	APPLICATION DEADLINE: Until position is filled

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: Through the course of the minimum three years in the classification, the incumbent will be expected to progress in areas of knowledge acquired and ability to work independently. A normal course of progression is outlined below.

First Year: By the completion of the first year in the classification, the incumbent should have acquired a full understanding of all boiler and air-conditioning equipment and related systems. Should be familiar with and able to use the maintenance tools, and should be able to perform simple mechanical procedures independently.

Second Year: By the completion of the second year in the classification, the incumbent should have acquired a full understanding of all boiler and air-conditioning equipment and related systems. Incumbent should be able to perform most complex maintenance work with limited assistance from a Technician.

Third Year: By the end of the third year, the incumbent should be able to fully perform the duties of an HVAC Technician.

The job requires learning a variety of tasks to help assist the HVAC Technician and maintain a HVAC System and associated distribution and temperature control systems.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Answering no heat and/or no hot water complaints.
- Assisting with the servicing of radiators, motors, pumps and fans.
- Regulating temperature controls.
- Lubricating machinery.
- Checking gauges.
- Learning all facets of the process for tending treatment of boilers, cooling towers and make-up water.
- Assisting the HVAC Technician with inspecting, cleaning, troubleshooting, and performing major repairs or replacements to air conditioning, hot water heaters, steam lines, traps, valves, and similar installations.
- Assisting the HVAC Technician with repairing, troubleshooting or replacing sophisticated controls such as electronic ignitions, automatic sensors, timers, dual-purpose thermostats and other related control equipment.
- Performing general janitorial work in the Machine Room including the HVAC area.
- Acting as boiler room wiper, keeps boilers, pumps, motors, fans, gauges, valves and similar equipment clean.
- Working on rotating shifts including weekends and holidays as scheduled.
- Performing physical tasks such as extended walking, climbing, and lifting.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- At least one year of boiler room experience.
- Demonstrated knowledge of purpose and operation of boiler room equipment and related systems.

- Serve a minimum of 3 years in the Trainee Classification.

The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

PHYSICAL REQUIREMENTS:

Must be able to endure extreme temperature fluctuations in all types of weather conditions. Must be able to climb in excess of 15 stories, go into steam pits with temperatures exceeding 130° F. Requires heavy lifting, stooping, bending, standing, climbing, etc.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities