

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## HVAC TECHNICIAN

(Building Equipment Mechanic)

Supplemental Questionnaire Required

Open and Promotional

Job # 24-MH3-02

Salary: \$6,162 – 7,897 / Month

Closing Date: Friday, April 12, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general supervision, install, maintain, service, troubleshoot and repair heating, ventilating, air conditioning, refrigeration, and related systems; and perform other duties as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Two years of experience maintaining, servicing, and repairing heating, ventilating, air conditioning, refrigeration, and related systems.

**Other Special Requirements:** Availability to work irregular hours, including on-call duty to provide emergency repair of heating, ventilating, air conditioning and refrigeration. **License, Certificate:** Possession of a valid California Class C Driver License. Upon 6 months of employment, must maintain and secure Certification as a Universal Technician by a certifying organization approved by the Environmental Protection Agency as required by section 608 of the Clean Air Act, 1990, as amended, including final regulations, 1993.

**Special Working Conditions:** Exposure to: variable temperatures and weather conditions; cramped work spaces, such as ventilation ducts and crawl spaces; heights, such as working on roofs and

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Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

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EQUAL OPPORTUNITY EMPLOYER

ladders; high noise levels such as the sound of diesel engines and other machinery; dust; the possibility of experiencing burns, electrical hazards, contact with toxic substances and chemical irritants, infections from exhaust streams in correctional/medical settings, bodily injury from moving objects, such as machinery, fans and belts, and working alone in isolated areas; systems and to repair and maintain County buildings and equipment.

**Knowledge:** Working knowledge of the Uniform Mechanical Code; pipe fitting and centrifugal pumping equipment repair; electrical circuitry including multiple function timers, multiple step temperature controllers and related troubleshooting procedures; energy conservation concepts; preventative maintenance concepts and procedures; the principles and practices of maintaining, repairing and installing air conditioning, refrigeration, heating and ventilating systems; the principles of combustion, heat transfer and automatic combustion control system operation; standard safety devices used on boiler and refrigeration equipment and safety factors to observe; the effects of standard water treatment chemicals; the tools and equipment used in heating, air conditioning, refrigeration and general maintenance work; and the fundamentals of air conditioning air distribution and refrigeration.

**Ability to:** Learn and understand State and local laws, ordinances and regulations pertaining to air conditioning, refrigeration, heating and ventilating equipment; read and understand equipment specifications and repair manuals; read, interpret and work from blueprints, drawings and construction and engineering specifications; understand and apply written, oral and diagrammatic instructions; learn to use a computer terminal to input and access data; maintain accurate records and prepare routine reports; diagnose operating problems and repair equipment such as refrigeration pumps, valves, connections, condensers, auxiliary equipment and pneumatic or related electronic instruments; independently operate and maintain medium and small-capacity boiler air conditioning, heating and related equipment; install heating, air conditioning and refrigeration equipment and ducts; perform preventive maintenance on all types of machinery associated with the production and distribution of steam and heated and chilled water; perform standard chemical tests of water and adjust chemical mixtures to desired values; skillfully use standard hand and power tools; provide direction to others assigned to assist on various projects; establish and maintain effective working relationships; lift items weighing up to 80 pounds, such as containers of refrigerant, barrels of treatment chemicals, refrigerant recovery equipment, motors, ladders and tool boxes; perform tasks requiring strength, such as lifting equipment into trucks and working overhead with heavy tools and materials; perform tasks that require coordination and balance, such as standing on a ladder to make overhead installations, repairs, and equipment adjustments; perform tasks requiring manual dexterity, such as troubleshooting a "hot" electrical panel and assembling machinery; fit through a standard access opening 18 inches in diameter; drive light vehicles, such as pick-up trucks; distinguish colors, such as color-coded electrical wires and chemical test results; hear and distinguish various sounds, such as the sounds of operating equipment to detect malfunctions and the voices of coworkers in noisy work settings; and put on, wear and use a respirator and other safety equipment, such as gloves, safety glasses, safety shoes and ear protection.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is

established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

## **HVAC TECHNICIAN / BUILDING EQUIPMENT MECHANIC – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Have you been certified as a Universal Technician by a certifying organization approved by the Environmental Protection Agency as required by section 608 of the Clean Air Act, 1990, as amended including final regulations, 1993?

- No**  
 **Yes**

If yes, you must also submit a copy of your certificate in one of the following ways:

- Mail to Santa Cruz County Personnel Department, 701 Ocean St. Room 510, Santa Cruz, CA 95060
- Fax to (831) 454-2240
- Email to [personnel@santacruzcounty.us](mailto:personnel@santacruzcounty.us) Attention: Meridth Griffen

2. Describe your knowledge of the effect that increased pressure has on a liquid.

3. Describe the steps you would take to respond to a tripped circuit breaker or safety device.

4. Describe your experience in distinguishing normal operating sounds from failure sounds in a mechanical room.

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