

## Worcester County Job Opportunities

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – MAINTENANCE

**JOB TITLE:** MASTER HVAC MECHANIC

**COMPENSATION:** GRADE 24/STEP 1 \$33.36 HOURLY/ \$69,389 ANNUALLY-  
GRADE 24/STEP 10 \$41.34 HOURLY/ \$85,987 ANNUALLY  
\*BASED ON QUALIFICATIONS/EXPERIENCE

**WORK LOCATION:** WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113  
TIMMONS RD. SNOW HILL, MD 21863- WITH WORK ACROSS  
WORCESTER COUNTY BUILDINGS/GROUNDS

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS TUESDAY-FRIDAY, 6:00AM-4:30PM  
(4, 10-HOUR DAYS)  
\*\*\*ADDITIONAL PAY WHILE ON CALL- \$28.57/DAY

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Under minimal supervision, this position is responsible for performing all heating, cooling, air conditioning and refrigeration maintenance, diagnostic and repair tasks for all County-owned and operated equipment and buildings within budgetary constraints and in compliance with safety policies and procedures of the County. This will include installation of minor HVAC equipment and upgrades. This position reports directly to the Maintenance Supervisor.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing
- DOT Physical with Medical Examiner's Certificate
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Essential personnel subject to emergency call-back with little or no notice
- On-call rotation with Building Maintenance Mechanics

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- This position functions as a Master HVACR licensed technician to perform a full range of work, such as troubleshooting, installing, modifying and repairing all components of a building HVAC system to include but not limited to; air handlers, condensers, ERV's, ductwork, controls, ductless split systems, minor refrigeration, furnaces, boilers, etc. as is required to keep building conditioned spaces at the levels selected by the building facility manager or as directed by the division's Supervisor
- Maintains and repairs all existing refrigeration systems as required to keep stored products at normal ranges for operation of refrigerators and freezers; this will include walk-in freezers and refrigerators that house medical products and vaccines
- Monitors building temperatures via Building Automation Systems and Honeywell Wi-Fi thermostats on a daily basis to address abnormal temperatures or undesirable HVAC system parameters
- Provides hourly or daily updates of abnormal operating conditions and repairs made to the division's Supervisor

- Using maintenance schedules, inspection reports, electronic work orders, building plans, blueprints, wiring diagrams, engineering drawings, and repair manuals, performs maintenance service and troubleshooting of systems with malfunctioning equipment to make repairs as is necessary to restore services
- Assists with contracted Automated Temperature Controls work
- Provides status updates for Work Order Requests via a county-owned personal computer using the county-contracted Internet Maintenance Management System.
- Performs general administrative duties relative to the operations/maintenance requirements of county-owned facilities
- Assists in the planning and organizing of building repair operations
- Inventory and order parts to make necessary equipment repairs
- Prepares and verifies requisitions for materials. Tracks material deliveries and assists with reconciling vendor invoices
- Maintains accurate records of time and materials spent to accomplish repair tasks
- Works in a team concept to meet building maintenance and repair requirements; this will include but is not limited to; developing/implementing/maintaining preventive maintenance schedules for all HVAC equipment and systems
- Train others to develop the correct preventive maintenance skills to maintain buildings to industry standards
- Instruct others in the operation and maintenance of tools and equipment used in HVAC maintenance and repair
- Participates in the physical work necessary to accomplish assigned tasks within the required timeframes
- Operate small heavy equipment as required to for the work of this trade
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Performs all other related duties as required or assigned and this may include but is not limited to assisting with snow removal plus other Building Maintenance Mechanics as directed in a minor role with repair, installation and testing of all electrical, fire alarm systems, burglar alarm systems, sprinkler systems, voice & data systems, plumbing, sanitary systems and generators as required to keep all of the county-owned or leased facilities operational as required for the occupants and end users

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Graduate of high school or equivalent diploma or certificate plus 15+ years of experience in all phases of repair/installation of HVAC and Refrigeration equipment/systems and associated automated temperature control systems
- Possess and maintain a State of Maryland HVACR license

- Possess and maintains an EPA 608 Universal Technician's Certificate
- Possess and maintains a Grade 4 Stationary Engineer's License
- Thorough knowledge of the semi-skilled and skilled labor tasks using hand and power operated tools to perform the maintenance/repair of building HVACR systems
- Ability to read and comprehend all types of blueprints/drawings including but not limited to; architectural, mechanical, plumbing, electrical, fire alarm, etc.
- Ability to operate computers to perform diagnostic checks and change set points of remotely operated HVAC control systems
- Communication (written and verbal) and math skills to independently perform required duties
- Knowledge of safety requirements and procedures related to building maintenance.
- Ability to complete assigned tasks by established deadlines
- Ability to lead and instruct others
- Valid driver's license and driving record of less than 4 points (MD)
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Exposure to potentially hazardous conditions such as working with electricity and confined space entry (training is provided) as well as adverse weather conditions.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.