

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #1930

OPEN COMPETITIVE EXAMINATION FOR: H.V.A.C. TECHNICIAN

SALARY: \$20.21 ~ \$24.59/hr.

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

April 9, 2010

IMPORTANT:

1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.
THIS POSITION IS NOT ELIGIBLE FOR RESIDENCY POINTS.

EXAMPLES OF WORK: (Illustrative only)

- ◆ Places heating, ventilation, air-conditioning equipment in operation;
- ◆ Performs preventive maintenance and repairs on all H.V.A.C. equipment and supportive systems;
- ◆ Takes corrective action to eliminate malfunctions and reports unusual condition to supervisor;
- ◆ Checks various gauges and instruments which indicate levels of water, refrigerant and pressure;
- ◆ Inspects entire system to verify proper function and maintenance;
- ◆ Calibrates thermostats, compressors and other H.V.A.C. equipment;
- ◆ Regulates services to designated areas utilizing computerized controls;
- ◆ Tests samples of cooling water in circulation systems and adds chemicals as required;
- ◆ Records inspections and services performed on equipment in a daily log;
- ◆ Does other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the methods, practices, tools and materials used in heating, ventilating and air-conditioning operation, maintenance and repair work; some knowledge of the methods, practices and tools used in the several trades involved in the maintenance of H.V.A.C. systems; some knowledge of occupational hazards and necessary safety precautions applicable to H.V.A.C. equipment maintenance and repair work; ability to interpret and work from sketches, diagrams, technical orders, manufacturer’s manuals, and specifications; ability to maintain records and reports, ability to communicate clearly and concisely, orally and in writing.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Three (3) years of experience as an H.V.A.C. skilled tradesman and completion of a standard high or trade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LICENSING REQUIREMENTS:

Must be in possession of a valid CT S-2 “Unlimited Heating-Cooling Journeyman’s License.” Possession of a valid Motor Vehicle License with a good driving record.

**COPIES OF VALID S-2 LICENSE & DMV DRIVING HISTORY
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Local 353, American Federation of State County and Municipal Employees, AFL-CIO. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.