



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

**(Internal / External)**

**Department: (if outside of the Government Center address needs to be inserted)**

Position: HVAC – 3031  
HVAC Systems Technician II

Classification: (Full Time) Flexible Shift

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: HVAC Operations Supervisor

Requirements: **(High School Diploma or its equivalent)**

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**Purpose of Position/ Summary:**

Requirements:

High school diploma/GED with minimum of 5 years HVAC and Facilities Maintenance experience with at least 2 years in a light commercial/commercial setting.

Must have a strong background with heating, ventilation and air conditioning systems as well their electric/electronic controls. Ability to troubleshoot and repair light commercial HVAC equipment, such as Roof Top Units and split systems. Refrigeration experience is a plus. Maintain all HVAC equipment, ensure systems are operating efficiently and create a comfortable environment for building occupants.

**Essential Duties/Responsibilities:**

- Regular rounds and inspections of building and process equipment
- Monitor Building Automation System, make adjustments on BAS or at equipment as needed
- Respond to alarms of building and process equipment
- Analyze, trouble-shoot, repair, and restore equipment & systems to full operation

- Install basic wiring and controls
- Maintain sensors, thermostats, controllers, valves, actuators, and other HVAC control related equipment
- Use of preventative maintenance management and work order system
- Assist and coordinate sub-contractors as needed
- Routine filter, belt changes and lubrication of equipment
- Responsible for preventive maintenance, emergency maintenance and troubleshooting
- Coordinate regular inspections
- Assist with decision making on overhauls, Life Cycle projects and Ad Hoc jobs
- Stand by Call out as per schedule, respond as required
- Ensure clean working area and facility
- Repair and maintain rooftop units including Aeon's
- Repair and maintain heat pumps and split HVAC units
- Read and interpret blue prints and wiring diagrams

#### **What we look for**

- Trade School Certificate &/or relevant experience
- Minimum 5 years work experience in HVAC and 2 years with a BAS
- Good communication skills
- Refrigeration Certification required
- Strong commitment to customer satisfaction
- Good safety awareness
- Willing to perform emergency call duty outside normal working hours
- Use of proper care for hand and power tools
- Ability to work with minimal supervision
- Computer qualified
- Ability to lift 50 lbs. on a routine basis
- Other duties as assigned
- **Must possess a valid driver's license**
- **Flexible Shift, 8a-4p, 9a-5p, 10a-6p (four 10 hour shifts possible)**
- **TESTING REQUIRED**
- **BACKGROUND AND DRUG SCREENING REQUIRED**

#### **OTHER DUTIES:**

**Perform all other duties as required.**

**Work cohesively with peers, supervisors, staff, and the general public.**

**All Resumes and applications must be sent to the Human Resources Department of Lake  
County**

**Attn: Human Resources**

**2293 North Main Street**

**Crown Point, IN 46307**

**\*Applications are located on the 3rd floor of Government Center in the Human Resources\***