



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Location: Lake County Government Center
2293 North Main Street
Crown Point, IN 46307

Department: HVAC - Maintenance

Position: HVAC – 3031
HVAC Systems Technician III (Lead Tech)

Classification: (Full Time) Flexible Shift

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: HVAC Operations Supervisor

Salary: \$83,412 Annually

Requirements: High School Diploma/GED or its equivalent, with minimum 10 years HVAC and Facilities Maintenance experience with at least two (2) years in light commercial/ commercial setting. Refrigeration certification required. Must have a valid Indiana Driver's License with the ability to be insured.

Preferred: Trade School certificate in HVAC with 5 years of relevant HVAC experience or 2 years with BAS.

Purpose of Position/ Summary:

High school diploma/GED with minimum of 10 years of HVAC and Facilities Maintenance experience with at least 5 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. Building Automation System experience also is required. 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:

- Responsible to perform maintenance, repair and operation of multisite HVAC systems
- Monitor Building Automation System, make adjustments on equipment as needed
- Maintain, install, repair or replace related piping, wiring, components and controls
- Use computerized maintenance management system
- Coordinate, assist and/or oversee contractor and technician assignments
- Stand by Call out as per schedule, respond as required
- Ensure clean and safe working areas throughout all facilities
- Repair and maintain complex rooftop units, split hvac and hydronic systems
- Perform other duties as required

What we look for:

- Trade School Certificate &/or relevant experience
- Minimum 10 years work experience in HVAC and 5 years with a BAS
- Experience in sizing &/or specifying HVAC equipment and systems
- Good oral and written communication skills
- Strong commitment to customer satisfaction and work quality
- Good safety awareness; OSHA 10/30, NFPA 70E preferred
- Must perform scheduled 'On call' duty outside normal working hours
- Use and proper care for trade related hand and power tools
- Ability to work with minimal supervision a must
- Computer qualified; Word, Exel, Outlook, etc.
- Must possess a valid driver's license
- Flexible Shift, 6a-2p, 8a-4p, 7a-5p (four 10 hour shifts possible)
- TESTING REQUIRED
- BACKGROUND AND DRUG SCREENING REQUIRED

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 50 lbs. Position requires full use of arms, hands, and legs. Be able to bend, walk, and reach overhead. Must be able to be on your feet most of the day, walking, bending, pushing, pulling; wear boots and other PPE as instructed. Must be capable of working all shifts, be able to change shifts, be able to work occasional weekends and work mandatory overtime (as needed).

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and ordered as needed.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

KNOWLEDGE/SKILLS:

(High School Diploma its equivalent or other). Able to operate or willing to train on powered equipment and hand tools.

SPECIFIC SKILLS INCLUDE:

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 the Government Center in the Human Resources