



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 II

**Classification:** (Full Time) Flexible Shift

**FLSA:** (Non-Exempt)

**Direct Reports:** 0

**Reports to:** HVAC Operations Supervisor

**Salary:** \$72,407 (annually)

**Requirements:** High School Diploma/GED or its equivalent, with minimum 5 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.

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### **Purpose of Position/ Summary:**

Candidate must have a strong background with heating, ventilation and air conditioning systems as well 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. This position serves all Lake County buildings and properties. Additionally, candidate will possess good communication and adequate computer skills along with safety awareness and be willing to perform emergency calls outside of normal working hours.

## **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 operation, 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
- Use and care of proper hand tools and power tools
- 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
- Ability to work with minimal supervision

## **What we look for:**

- **Must possess a valid Indiana 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.

## **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\***