



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Building Maintenance/Construction	JOB GRADE:	12
JOB TITLE:	Master HVAC	BI-WEEKLY SALARY:	\$2,192.31
LOCATION:	19665 Airport Parkway	CIVIL SERVICE:	YES
SHIFT HOURS:	8:00am - 5:00pm (Monday - Friday)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

- MUST have a valid Texas driver license
- MUST have HVAC License-Class A
- MUST have EPA Certification
- Integrity, accuracy and attention to detail is a must
- Ability to work well with other or independently
- Have working knowledge of HVAC controls and programming
- Must meet deadlines, working overtime if necessary
- Good analytical and troubleshooting skills
- Will be required to sit, stand, walk, kneel, lift and carry up to 50 pounds
- May be exposed to extreme temperatures, loud noise, dust, fumes and orders on a regular basis
- Able to work flexible hours, including callouts during nights and weekends

Primary Job Duties

- Under general supervision you will be responsible for skilled HVAC performance
- Troubleshooting, repairing, installation, and preventative maintenance of HVAC units
- Ordering parts and turning in paperwork in a timely manner
- Regular contact with other departments
- Any and all duties assigned by Maintenance Director or Supervisors

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	510-5706-2	Requisition No:	2707
Date Posted:	01-07-2019	Equal Employment Opportunity Employer	