

General Information

Job Title: Senior Heating/Air Conditioning Mechanic

Location: 3201 W. Roosevelt Little Rock, AR, 72204

Base Pay: \$49399.74 - \$65000.00 / Year

Employee Type: Non-Exempt

Manage Others: No

Description

Department: Sheriff - Detention

Position Control Number: 0418-389

FLSA Status: Non-Exempt; position is eligible for overtime

Safety Sensitive Designation: This position is designated as safety-sensitive.

Random Drug/Alcohol Test: Yes

Opening Date: March 08, 2025

Closing Date: March 16, 2025 at 11:59 PM

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

An Equal Opportunity Employer

JOB SUMMARY: Responsible for the installation and maintenance of the heating and air conditioning systems within the Regional Detention facility including analysis of system capacity and operational efficiency and development of a repair/replacement schedule.

ESSENTIAL JOB FUNCTIONS:

- o Troubleshoots, diagnoses, and repairs malfunctions in heating, air conditioning, and refrigeration systems, kitchen coolers and freezers, ice machines, and control boxes utilizing various diagnostic and testing devices.
- o Replaces and/or repairs compressors, motors, filters, and other defective components.
- o Performs preventative maintenance on heating and cooling systems, equipment, and fixtures including lubricating bearings, changing belts, cleaning coils, and adding refrigerant as needed.
- o Oversees the testing of heating and air conditioning units within the Detention Facility as needed.
- o Analyzes the functioning and condition of the heating and cooling systems; develops an overall plan of equipment maintenance and replacement schedules ensuring adequate service levels for the Detention facility.
- o Reviews blueprints and specifications for proposed heating and cooling systems; makes recommendations regarding the type of system needed, equipment capacity, and the required installation process.
- o Inspects the work of contractors to ensure compliance with project specifications.
- o Oversees the repair and maintenance of hot water boiler systems.

- o Maintains an inventory of needed heating and cooling system supplies and materials; completes requisitions as needed.
- o Assists with the preparation of equipment specifications and scope of work when needed for the replacement of heating or cooling systems.
- o Prepares schematics and drawings for HVAC system contractors utilizing AutoCAD or other appropriate graphics software.
- o Maintains required records of all equipment repair and replacement.
- o Responds to equipment malfunctions 24 hours a day when required.

SECONDARY DUTIES AND RESPONSIBILITIES:

- o Performs other related duties as required.

PERSONNEL SUPERVISED: None

WORKING CONDITIONS: Duties are performed within the Regional Detention Facility and involve work with electrical parts and equipment. The position must remain on call during assigned periods. Work is performed with occasional contact with inmates.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

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 - Comprehensive knowledge of federal, state, and local laws, codes, and regulations governing the installation and maintenance of heating and cooling systems.
 - Comprehensive knowledge of the standard tools, methods, materials, and practices of the heating and air conditioning trade.

- Comprehensive knowledge of the occupational hazards and safety precautions involved with the installation and repair of heating and air conditioning units.
- Considerable knowledge of basic electrical principles, practices, and techniques.
- Good knowledge of computer-aided drafting software.
- Ability to read and interpret blueprint specifications and project proposals.
- Ability to prepare written reports and recommendations.
- Ability to analyze equipment capacity and life expectancy to ensure adequate service levels.
- Ability to determine work materials and supplies needed for job completion.
- Ability to remain on-call when necessary.
- Ability to review contractor work for compliance with specifications.
- Ability to troubleshoot and diagnose malfunctions in heating and air conditioning systems.
- Ability to establish and maintain a record-keeping system.
- Ability to attend work regularly and reliably.
- Skill in the use and care of hand and light power tools, electrical test meters, various gauges, and other standard heating/air tools, and equipment.
- Skill in the use of a computer.

PHYSICAL REQUIREMENTS:

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- Ability to climb ladders to make inspections and repairs.
- Ability to lift and carry loads up to 50 pounds.

- Ability to work in a bent or kneeling position for extended periods of time.
- Ability to negotiate cramped spaces.
- Digital dexterity is needed for the operation of diagnostic and repair equipment and keyboard operation.
- Ability to communicate orally.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to concentrate for long periods of time.
- Visual acuity is necessary for equipment operation and visual inspection of heating and cooling systems.

EDUCATION AND EXPERIENCE:

Completion of vocational-technical school training in heating/air conditioning systems; extensive experience with the installation and maintenance of commercial heating and air conditioning systems; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

• Requirements

- Employment is contingent upon the successful completion of a criminal background check and motor vehicle report.
- Must possess or be able to immediately obtain a valid Arkansas driver's license.
- In addition to the pre-employment checks, all employees who operate county vehicles are required to undergo an annual motor vehicle report.
- This position is safety-sensitive and is subject to random drug and alcohol testing.
- Must possess or be able to immediately obtain an EPA Universal Certification.
- Must possess or be able to immediately obtain an Arkansas class A HVAC License.

- o Must possess or be able to immediately obtain a valid Arkansas Boiler Operator and Maintenance License.
- o Regular and reliable attendance is an essential function of this position.

- **Summary**

ACCESSIBILITY NOTICE: If you are an individual with disabilities who needs accommodation or you are having difficulty using our website to apply for employment, please contact humanresources@pulaskicounty.net or call (501) 340-6110.