

**GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
QUALIFIED CRAFT WORKER-HVACR
PART-TIME
FACILITIES / MAINTENANCE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER.

Open To: Public and lateral transfers.

Location: Gateway Community College 20 Church Street New Haven, CT

Job Posting No: 0155696 Position# 00112017

Hours: Part-time, 17 hours/week. Monday through Friday

Salary: \$25.71 hourly

Closing Date: APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY 5:00PM ON MONDAY, JULY 20, 2015.

Examples of Duties: Under the Direction of the Director of Facilities or his designee, the Qualified Craft Worker-HVACR assigned to the Maintenance department is accountable for the following: Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in HVACR trade area; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; performs related duties as required. Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods; perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITIES: Considerable knowledge of and ability to apply standard tools, materials, methods and practices related to HVACR; interpersonal skills; oral and written communication skills; basic computer skills; Four (4) years' experience in HVACR; Two (2) years must have been performing skilled trade functions in HVACR. **Note:** For state employees these two years will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. **Substitution Allowed:** Graduation from a vocational or technical school with a diploma designating completion of subject requirements in HVACR may be substituted for two (2) years of the four (4) years HVACR experience.

Preferred Skills and Abilities: Incumbents in this class will be required to possess and retain a minimum of an S2 Unlimited Journeyperson's license, a minimum of an SM2 Limited Sheetmetal Journeypersons License, and an EPA certification; Can interpret electrical prints and manuals; Working knowledge of building automation controls; Must be able to work OT on short notice; Experience with ice maker HVAC systems; Chiller and Fire tube boiler experience; Computer literate, capable of maintaining a work order system; Must be able to diagnose, troubleshoot & repair heating and ventilation equipment, including rebuilding of pumps & mechanical equipment associated with HVACR equipment; Welding and brazing experience; Must be able to travel between campuses.

REQUIREMENTS & WORKING CONDITIONS: Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination is required. **Character Requirement:** In addition to the checking of references and of facts stated in the application a thorough background investigation of each candidate will be made before persons are certified for permanent appointment. **Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a complete set of materials including; a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials. Please mail your completed CT-HR-12 and the additional requested documents to:

**Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510**

Electronically submitted packets preferred to LCorbeil@gwcc.commnet.edu
Please reference the job title in the subject line when submitted electronically.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please also send the original via mail or e-mail.

Continuing Notice of Nondiscrimination

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

**GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**