



BUILDING MAINTENANCE WORKER II - HVAC

Recruitment Timeline

First Review of Applications:

November 15, 2023
12:00 p.m. (Noon)

Interviews:

Date(s) be determined
when a viable number of
qualified candidates is
reached.

Compensation & Benefits

Salary Range:

\$85,030 - \$103,350 Annually

The position is represented
by Operating Engineers,
Local Union No. 3 (OE3)

A summary of benefits
can be viewed online:

[Benefits Summary](#)

[Apply Here!](#)



The City of Fremont's Public Works Department has an exciting opportunity to join a dynamic team!

The Position

The Maintenance Services Division of the Public Works Department is seeking an experienced Building Maintenance Worker to provide maintenance support for all public facilities, such as City Hall, Historic Buildings, Fire Stations, Police Department, Recreation facilities, and Rental Housing. This position is focused on the area of HVAC maintenance.

Examples of Job Duties

HVAC/Control Systems Assignment:

- Designs, fabricates, inspects, installs, troubleshoots and evaluates problems.
- Repairs heating, ventilation and air conditioning systems and related apparatus.
- Installs, repairs and/or replaces controls for energy management system.
- Performs preventive maintenance and sheet metal work, including design and fabrication.
- Inspects, installs, maintains, monitors and services electronic control systems and related components for HVAC, security, and fire alarm systems.
- Performs refrigerant recovery

Other Assignments:

- Builds, assembles, transports, installs and/or repairs facility furnishings and fixtures.
- Stocks, delivers and inventories materials.
- Cleans and maintains tools, equipment and work sites.
- Provides technical training.
- Provides training and guidance to other trades workers.
- Provides onsite coordination/consultation with and communication to, outside contractors regarding the location and repair of systems and structures bordering the area involved in the contract work.
- Other related duties as assigned.

The complete job description can be viewed [here](#).

The Ideal Candidate

The ideal candidate will:

Possess knowledge of: Generally accepted construction and repair procedures and materials in the area of general building maintenance and related trades/crafts; building maintenance materials and their characteristics as well as the uniform codes (building, carpentry) and technology; first aid and OSHA standards of safe work practices and safety equipment; and mathematics up to and including basic algebra.

Have the ability to: Understand and carry out oral and written instructions; read and interpret plans, specs, blue-prints, safety regulations, and applicable codes; operate hand held electronic devices and personal computers; evaluate problems or situations and arrive at a logical decision; work independently; work under pressure; prioritize assigned work; identify and correct safety hazards; perform building maintenance work and manual labor; lift and carry objects safely; climb ladders to various heights, learn the operation of a forklift; learn the operation of heavy equipment; work effectively as part of a group; perform tasks in compliance with safe work practices and utilize safety equipment as may be required by OSHA standards and the City of Fremont.

Be skilled to: Properly perform a variety of maintenance and construction activities; operate hand and power tools commonly used in building maintenance; make use of proper lifting techniques; perform work on uneven, sloping, slippery and unpaved surfaces, on ladders, in crawl spaces, indoors and outdoors, with exposure to extremes in noise, temperature, weather, and humidity, and in proximity to electricity and mechanical equipment; provide excellent customer service; operate a motor vehicle and other motorized equipment.

Education/Experience/Licenses

Any combination of education and/or experience equivalent to completion of high school and four (4) years of progressively responsible experience in the operation, maintenance and repair of building systems and components. In addition, individuals assigned Control Systems responsibilities shall have a minimum two (2) years' experience in either HVAC or Security digital controls.

Possession of, or ability to obtain by time of appointment, a valid Class C California Driver License is required. Failure to maintain this license will result in discipline up to and including termination.

Possession of, or ability to obtain as a condition of successful completion of the probationary period, a valid universal certificate for handling refrigerants under the Code of Federal Regulations as administered by the Environmental Protection Agency.

Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at:
<https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include individual and/or panel interviews, written test, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. If you are interested in employment in this job classification, you should apply to ensure you are considered for future opportunities that may utilize the candidates from this recruitment.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs at least 5 days in advance by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer. The information contained herein is subject to change and does not constitute either an expressed or implied contract.



SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Building Maintenance Worker II position, and is an integral part of the examination process. **This supplemental questionnaire will be used to assess your qualifications as it relates to the position.** Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

2. How many years of professional experience do you have performing HVAC maintenance and repair work?

- None
- Less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years to less than 8 years
- 8 years or more

3. Please describe your experience in the operation, maintenance and repair of building HVAC systems and components (Work experience includes: designing, fabricating, inspecting, installing, troubleshooting and evaluating problems; repairing heating, ventilation and air conditioning systems and related apparatus; installing, repairing and/or replacing controls for energy management systems; performing preventive maintenance and sheet metal work, including design and fabrication; and refrigerant recovery).

4. What type/brand of Direct Digital Controls do you have experience with: Alerton, Johnson Controls, Siemens, Honeywell, Automated Logic, etc. and describe the specific HVAC duties that you have performed.

5. Do you currently possess a valid California Class C Driver's License?

- Yes
- No

6. Do you possess a valid universal certificate for handling refrigerants under the Code of Federal Regulations as administered by the Environmental Protection Agency? Note: this certificate is required prior to completing the probationary period.

- Yes
- No

7. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- AA degree
- Bachelor's degree or higher