



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
BUILDINGS UNIT**

POSITION: HVACR Specialist II, Full-Time Employment
Location: Carson City, Nevada
Contact: Ken Kruse, Human Resources, 775.684.6966

SALARY AND BENEFITS:

The position is the equivalent of a grade 34, which has an annual salary of approximately \$49,151 to \$72,871 (employee/employer-based retirement) based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits provided to all state employees is available at <http://pebp.state.nv.us/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

SUMMARY:

The Heating/Ventilation/Air Conditioning/Refrigeration (HVACR) Specialist performs skilled work in the installation, operation, maintenance and repair of a wide variety of heating, ventilation, air conditioning and refrigeration equipment. The HVACR Specialist is responsible for performing preventative maintenance on various equipment related to heating, ventilation, air conditioning and refrigeration systems, fuel and combustion systems, forced air furnaces, radiant heaters, chillers, air handlers, window air conditioning units, evaporative coolers and refrigeration units.

The HVACR Specialist position has additional duties which may include painting, plumbing and electrical repairs, tasks involving carpentry and general maintenance and repairs.

DUTIES & RESPONSIBILITIES:

- Respond to repair orders.
- Establish priority of repairs.
- Diagnose problems utilizing appropriate tools and test equipment.
- Estimate costs of jobs.
- Work with vendors to acquire materials for jobs.
- Make repairs as assigned.
- Document time and material costs for billing purposes.
- Perform preventative maintenance.
- Maintain auxiliary equipment such as motors, pumps, fans, pipe systems, compressors, humidifiers, condensers and pneumatic and electronic control units; adhere to established maintenance schedules to replace filters, lubricate motors and fans, replace belts, conduct

chemical analysis and add correct proportion of treatment chemicals, and cleaning other mechanical equipment located throughout a facility.

- Inspect equipment for proper functioning; check meters, gauges and other instruments; inspect occupied areas for comfort; adjust safety and limit controls; log information related to temperatures, pressures, fuel consumption, water level, time and date, and respond to emergencies such as utility and equipment failure.
- Repair and modify equipment and components related to heating and air conditioning systems by repairing or replacing damaged pipes or valves including brazing, soldering, pipe fitting or adding new piping valves and controls.
- Troubleshoot electrical circuits associated with heating, air conditioning and refrigeration including tracing dead circuits, rewiring circuits, repairing or replacing electrical components such as starters, contactors, relays and control units.
- Repair or replace burner gun assemblies, recover refrigerant and recharge refrigeration equipment.
- Diagnose equipment failure, make repairs and test system functions using common hand and power tools, brazers, solders, torches, voltmeters, amprobes, oxygen analyzers and precision measuring instruments.
- Install new components such as thermostats, timers, or insulation to make older equipment more energy efficient.
- Make parts and material purchases and maintain inventories and prepare and maintain records relative to work activities.
- Store, handle and dispose of coolants and other chemicals in accordance with established policies and regulatory requirements.
- Assist contractors by providing information regarding the existing structure, equipment, systems and required modification.
- Review bids and work completed by contractors for quality and conformance with specifications and codes as assigned.
- Driving vehicle to pick up supplies and carry out other necessary tasks.

REQUIRED KNOWLEDGE:

- Principles and practices associated with the construction, maintenance and repair of buildings and grounds.
- Methods, materials, tools and equipment used to operate hot water boilers, heaters, air conditioning, refrigeration, ventilation and related auxiliary equipment.
- Occupational hazards and safety procedures associated with heaters, air conditioning and refrigeration, chillers, water towers, pumps, air handlers, thermostats, pneumatic and electric controls, condensers and heat pumps.
- Codes related to buildings construction and maintenance.
- Cost estimate preparation.
- The effective use and operation of technology and software systems, including Microsoft Office, Microsoft Project and AutoCAD.
- Safe working practices including the safe operation of equipment, power tools and hand tools.

MUST HAVE THE ABILITY TO

- Communicate effectively, both verbally and in writing.
- Succinctly summarize or explain complex issues.
- Prepare specifications.
- Troubleshoot complex systems.
- Plan projects develop sketches and lay out materials.

- Annotate blueprints with updated HVAC configurations and create schematic drawings of modified HVAC systems.
- Perform electrical, plumbing and welding tasks associated with heating and air conditioning equipment.
- Prepare and maintain maintenance reports, daily logs, and purchase documents.
- Read and interpret equipment service manuals and technical references.
- Use tools and test equipment used in air conditioning/refrigeration repair such as ammeters, voltmeters, ohmmeters, leak detectors, pneumatic calibrating gauges, water flow meters, air measuring devices, welding equipment and refrigerant charging devices.
- Estimate material and time required to complete projects.
- Inspect facilities and identify deficiencies in structures, systems, fixtures or equipment and formulate a plan for repair or replacement.
- Estimate material and supply costs for routine maintenance and for construction projects such as remodeling space within the building.
- Review structural blueprints, mechanical schematics, codes and procedures to identify and solve problems arising in the course of work.
- Effectively prioritize tasks and manage time to ensure responsiveness to requests.
- Perform at a high level under stressful deadlines and during intense projects.
- Apply high levels of reasoning and understanding to evaluate issues, solve problems, and carry out daily duties.

WORKING CONDITIONS:

- Lifting up to 50 pounds.
- Climbing and using ladders and scaffolding.
- Walking, standing, crouching, grabbing, holding, pushing, pulling, bending, using arms above the head, and sitting.
- Using a computer and various office machines.
- Using equipment and power/hand tools.
- Overtime may be required as needed, especially during peak times of the year in preparation for and during the legislative session.

REQUIRED EDUCATION, LICENSES, EXPERIENCE:

- Graduation from high school or equivalent education.
- A valid driver's license is required at time of hire and as a condition of continuing employment.
- OSHA, 10-hour class.
- Asbestos Operations and Maintenance, 16-hour certification.
- Completion of a recognized HVACR apprenticeship program followed by one year of journey level experience in the installation, operation, maintenance and repair of a wide variety of heating, ventilation, air conditioning, and refrigeration equipment; OR one year of experience as a HVACR Specialist I for the State of Nevada or the Legislative Counsel Bureau; OR an equivalent combination of education and experience.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central nonpartisan agency that supports the Nevada Legislature. Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a cover letter with a current résumé with references. The LCB application can be found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-facilities> .

Applications will be accepted until the positions are filled. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted via email to LCBHR@lcb.state.nv.us Applications may also be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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