and the STATE OF COLORADO
invite applications for the position of:

HVAC Technician
This position is open only to Colorado state residents.

CLASS TITLE: PIPE/MECHANICAL TRADES II

LOCATION: Mesa County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501

SALARY: $4,022.00 - $5,718.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 10/14/16

CLOSING DATE: 10/28/16 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

Facilities Services - Who We Are, Our Mission, and Our Values

We are a team of managers, custodians, landscapers, carpenters, plumbers, electricians, locksmiths, HVAC technicians, painters and event support staff members serving and maintaining the campus environment and building strong relationships with faculty and students in order to support student success.

The mission of Facilities Services is to support Colorado Mesa University in its mission of teaching, learning and community service by providing a clean, comfortable, functional, aesthetically pleasing environment and by equipping student-employees with professional and personal skills that will serve them in their life after graduation.

We value a standard of excellence in our work as we operate on a foundation of honesty and treat our customers and staff with dignity and respect. We value mistakes as opportunities
to learn, and we hold ourselves accountable to those we serve. We value teamwork and flexibility as vital components to our success.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY

Information about the job: The purpose of this position is to repair and maintain all heating, cooling, and refrigeration systems. Adjust and calibrate pneumatic and digital HVAC controls. Maintain and test water for proper chemical treatment of water in heating and cooling systems.

Job Duties: Inspect, maintain, troubleshoot, and repair HVAC and associated systems including heating and cooling systems and system components, closed loop, domestic hot and cold water, Geo-exchange system components, heat pumps, refrigeration units and motors, sanitary, natural gas distribution, and boilers, heat exchangers, meters, valves, gages, filters and associated digital controls. Perform preventative maintenance on existing equipment by lubricating the equipment, replacing belts and filters, and performing any other maintenance as needed.
Clean heating and cooling coils and calibrate sensors and controls. Test water for chemical treatment. Repair or replace standard building HVAC equipment in residence halls, classrooms, kitchens, and other buildings; repairs include compressors, coils, refrigerant motors, and VFD’s. Repair refrigeration equipment such as coolers, freezers, ice-makers, and air conditioning units. Charge, evacuate, and document disposal of freon from refrigeration equipment. Inspect and repair pneumatic controls, air compressors, pneumatic lines and connections, coils, motors, VFD’s, valves, gages, filters, belts, Geo-exchange system components, heat pumps, refrigeration units, heat exchangers, meters, and centrifugal fans. Perform data entry in maintenance management program to document type of work performed, labor hours, material costs. Manage filter and fan belt replacement records and other preventative maintenance records. Record purchases and provide accurate pro-card logs. Other duties as assigned. This position works Sunday - Thursday, 7:00 a.m. to 4:00 p.m. and requires some on-call work.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Four years of progressively responsible experience in the HVAC trade, of which two years include Geo-Exchange and boiler experience required. This work experience must be the primary function of your previous or current work assignments. Must possess and maintain a refrigerant recovery license and a valid Colorado driver's license.

ATTENTION!
The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore it is paramount that you follow directions provided in this job announcement and address in detail your experience with the duties mentioned above in the experience portion of your application.

Required Competencies: Ability to analyze and respond to work orders, diagnose problems, anticipate challenges, and prepare and implement a plan of action while considering safety and security. Ability to coordinate work with other Facilities work units. Keyboarding and computer skills. Excellent customer service skills. Knowledge of how to safely handle hazardous materials. Ability to climb ladders, enter crawl spaces and use scaffolding safely. Ability to drive a CMU motorized vehicle or golf cart to distribute tools and supplies to job sites. Ability to identify and distinguish colors. Required to report without delay or interruption to provide essential or emergency services to ensure health, safety, and welfare.
**Preferred Qualifications:** Previous experience working at an educational institution.

**Conditions of Employment:** In accordance with Colorado Mesa University policy, finalist must successfully complete a criminal background check, pre-employment physical and drug screen. Must possess and maintain a Colorado driver's license.

**Physical demands** include the ability to safely exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. constantly to move objects. Climbing, stooping, balancing, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, near acuity, far acuity, depth perception, and color vision. Environmental conditions and physical surroundings include exposure to hot, cold, wet, humid, or windy conditions caused by the weather. Exposure to noise that is constant or intermittent sounds or pitch or level sufficient to cause marked distraction or possible hearing loss. Exposure to a shaking object or surface which could cause strain on the body or extremities. Exposure to conditions such as fumes, noxious odors, dust, mist, gases, and poor ventilation that affects the respiratory system, eyes, or skin.

**SUPPLEMENTAL INFORMATION:** Resumes may be included, but applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application forms.

**IMPORTANT INFORMATION:** Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. Also, as applications may serve as all or part of the comparative analysis process for this position, it is to your benefit to address your experience with the duties listed above in detail. Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application does not meet the announced minimum qualifications, you will be notified in writing and may contact Shannon Mims at 970-248-1093 within five days of receipt to attempt informal resolution of the matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within ten days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board  
633 17th Street, Suite 1320  
Denver, CO 80202-3604  
Fax: 303-866-5038

To request a Director’s review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form,
available at http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216. Instructions for completing the form, as well as State Personnel Board Rules and Director’s Administrative Procedures, are also available on the same Website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

**Appeal Rights:** Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel Consolidated Appeal/Dispute Form, which can be found at http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216, send appeals to the appropriate address as indicated on the Consolidated Appeal/Dispute Form. The above ten-day deadline and appeal procedures apply, as well, to all charges of discrimination.

**Address Confidentiality Program:** If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S.mail notifications that include a deadline of 10 days or less.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**
Colorado Mesa University, Human Resources, 1100 North Avenue, Grand Junction, CO 81501

**DEPARTMENT CONTACT INFORMATION:**
Human Resources, 970 248-1820

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

Colorado Mesa University is an Equal Opportunity Employer, committed to a diverse faculty, staff, and student body. Women and minorities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.