



# CITY OF STUART JOB ANNOUNCEMENT

Human Resources  
121 SW Flagler Avenue  
Stuart, FL 34994  
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

## Maintenance Mechanic / HVAC Technician (Public Works – Building Maintenance Team)

**Hiring Range:** \$15.64 - \$19.42

**Pay Range:** \$15.64 - \$23.21

**Announcement Date:** November 5, 2018

**Public Works Department**

**FLSA Status:** Non-Exempt

**Closing Date:** Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

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### **Characteristics of the Class**

Under the general supervision of Building Maintenance Coordinator, this is skilled work in commercial HVAC service, electrical, construction, installation, repair, and maintenance of buildings, structures, facilities, equipment, machinery, pipes, etc. Responsibilities include assuring the efficient and safe mechanical and electrical operation of HVAC systems. Work involves the application of knowledge of HVAC systems and one or more of the following: mechanical, plumbing, electrical and other construction trades.

**Illustrative Duties** (the following are highlights; a detailed job description is available in Human Resources)

- Operates a variety of standard and specialized hand and power tools.
- HVAC repairs to include installations, inspections, maintenance and repairs of air conditioners.
- Ventilating equipment and controls to make sure they operate continuously and efficiently. Performs regular maintenance work on cooling units.

**MAINTENANCE MECHANIC / HVAC TECHNICIAN– Page 2**

- Diagnoses mechanical and electrical defects and malfunctions. Makes adjustments and do calibrations of thermostat controls.
- Maintains and inspects refrigerators, ice machines, and chilled water systems.

**Minimum Qualifications and Education/Licenses and Certifications**

High School Diploma or equivalent; supplemented by (3) years' experience in HVAC service, refrigerant transition and recovery certification program, and a variety of electrical, construction, mechanical, plumbing and general trades; or an equivalent combination of vocational/technical school training in trade areas; or an equivalent combination of training and experience. Basic computer skills preferred.

Must possess a valid Florida Driver License.

**Essential Physical Skills and Environmental Conditions**

Task involves frequent walking on rough and uneven grounds; standing, bending, stooping, stretching, reaching; lifting and carrying objects of moderate to heavy weight (50-100+ pounds). Should be able to work in confined, hot spaces like roofs, crawl spaces and attics. May be required to stand or kneel for long periods of time. Task involves the frequent use of coordination and manipulative skills in performing a variety of tasks with the full range of eye-hand coordination; or the skilled and complex operation of equipment and tools calling for adherence to exacting standards of depth, grade, dimensions, and contours. Task may require frequent exposure to adverse environmental conditions. Task requires sound, visual, color, odor, depth and texture perception and discrimination. Task requires oral and written communications ability.

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**A City of Stuart Application for Employment** can be obtained through our website ([www.cityofstuart.us](http://www.cityofstuart.us)) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department, or you may apply online.

**The City of Stuart is a tobacco-free workplace.** All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.