



# MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Building Maintenance/Construction	<b>JOB GRADE:</b>	12
<b>JOB TITLE:</b>	Master HVAC	<b>BI-WEEKLY SALARY:</b>	\$2,000 - \$2,240
<b>LOCATION:</b>	19665 Airport Parkway	<b>CIVIL SERVICE:</b>	YES
<b>SHIFT HOURS:</b>	8:00am - 5:00pm (Monday - Friday)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

## Education, Experience and Skill Requirements

- MUST have a valid Texas driver license with clean driving record
- MUST have HVAC License-Class A
- MUST have EPA Certification
- Integrity, accuracy, attention to detail and reliability is a plus
- Ability to work well with other or independently
- Have working knowledge of HVAC controls and programming
- Good analytical and troubleshooting skills
- Must meet deadlines, working overtime if necessary
- Will be required to sit, stand, walk, kneel, lift and carry up to 50 pounds
- Ability to work outdoors with exposure to temperature extremes, loud noise, dust, fumes and odors
- Able to work flexible hours, including callouts during nights and weekends

## Primary Job Duties

- Under general supervision you will be responsible for skilled HVAC performance
- Troubleshooting, repairing, installation, and preventative maintenance of HVAC units
- Ordering parts and turning in paperwork in a timely manner
- Regular contact with other departments
- Any and all duties assigned by Maintenance Director or Supervisors

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	510-5706-1	Requisition No:	3162
Date Posted:	10-05-2022	Equal Employment Opportunity Employer	