

CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY

is seeking a highly motivated and skilled applicant for the position of:

Trades Technician III – HVAC Specialist

Summary of Position

The Trades Technician III-HVAC Specialist is responsible for installation, operation, maintenance, and repair of heating, ventilating, and air conditioning equipment necessary for all CCHRA properties. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Performs preventative maintenance, restore or repair faulty or inoperative systems. Work closely with HVAC contractors and vendors. Responds to complaints and/or work orders regarding HVAC systems/equipment. Inspects and monitors and makes adjustments to chiller & boiler systems. Follows all established safety procedures and standards. Performs emergency and after-hours work as necessary and/or required.

Education and Experience

High School graduate (or GED) or completion of technical vocational school and HVAC certification or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position. Two (2) years' experience or training in HVAC systems preferred.

EPA Freon certificate and limited electrician's license for refrigeration, low energy, and/or oil burner as applicable.

Uniform Physical Condition Standard (UPCS) Certification must be obtained within one (1) year of hire or other allowable period of hire as authorized by the Deputy Executive Director.

Guidelines

Adhere to compliance with local, state, and federal codes and standards.

Physical Requirements

The employee must be able to operate applicable tools and equipment. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, kneeling, crouching, lifting, carrying, reaching, bending, pushing, pulling, stooping, climbing, balancing and lying prone. The employee must have sufficient arm strength to manipulate applicable tools, equipment, and parts. Must be able to simultaneously sit or stand for up to eight hours at a time while performing work duties. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.

Direct Report: Deputy Assistant Director

Salary: \$18.33 - \$23.68

Status: Non-Exempt – Full time

Closing Date: Open until filled

A completed CCHRA employment application is required for consideration. Resumes will not be accepted as a substitute for an application. Applicants must possess a valid S.C. driver's license and be skilled and knowledgeable with personal computer equipment and Microsoft Office applications. The job vacancy announcement is not a contract. All positions will remain open until closed or filled. The status of a position may be changed at any time. Job applications are available at CCHRA.net, or apply in-person Monday thru Friday, 8:30 a.m. - 4:30 p.m. or Wednesday at 8:30 a.m. until noon. Return completed application(s), *with job title in subject line*, in pdf format to hrapps@cchra.net or bring or mail to:

Human Resources Officer
Charleston County Housing and Redevelopment Authority
2106 Mt. Pleasant Street
Charleston, South Carolina 29403
HRAPPS@CCHRA.NET

*(This email address is for applications to available job positions only. Selected candidates will be contacted.
Please do not call or email for status)*

CCHRA is an Equal Opportunity Employer and Drug Free Workplace
CCHRA participates in E-Verify
CCHRA participates in the SC Public Employee Benefits Authority Program