

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

### **HVAC Technician**

Permanent, full-time

Hourly rate: \$36.79 - \$45.98 based on a 40-hour work week.

Reporting to the Manager, Facilities, the main purpose of the HVAC Technician position is to service, maintain, repair, and replace the heating, ventilation, air conditioning equipment for all Northumberland County facilities. This position will also be responsible for contacting contractors, as well as working with the contractors to schedule, organize, provide instruction of work to be preformed.

#### **Major Responsibilities:**

- Service, maintain, repair, and replace the heating, ventilation, air conditioning equipment for all Northumberland County facilities.
- Work on facilities with BAS (Building Automation Systems).
- Organize and instruct contractors preforming work on County buildings, ensure contractors work safely and comply to Occupational Health and Saftey Standards.
- Complete paperwork, files, reports, work orders, service manuals for mechanical equipment, and daily time documentation.
- Report to the Manager of Facilities with any questions on daily work orders, progress reports on capital projects, aging equipment years in service for planning of replacement capital budgets, and any requests to purchase supplies for operating budgets (furnace parts, special tools, etc.).
- Overtime, evening, and weekend work may be required as needed.
- After hours on-call will be required for this position.
- Operates and maintains a County owned vehicle including fueling, cleaning, and scheduling regular maintenance.
- Work locations are throughout Northumberland County, and driving to different facilities is to be expected.
- Customer service approach to dealing with different departments, clients, tenants, staff in professional manner while ensuring client confidentiality.

#### **Education and Qualifications:**

- High school diploma or equivalent.
- Completion of an apprenticeship program in HVAC and/or Refrigeration from a provincially regulated and accredited college would be considered an asset.
- Licensing as Refrigeration air conditioning systems mechanic would be considered an asset.
- Natural Gas Fitter 2 and Propane Gas Fitter 2 certifications required; Gas Fitter 1 would be an asset.
- Five (5) years' relevant experience.
- Knowledge of the Ontario Building Code Natural Gas Code, Propane Code, and Electrical Code.
- In depth knowledge of the theory of refrigeration, air conditioning and ventilation, advanced electrical controls switches loads, and wiring diagrams.

- Advance skill level in electrical, mechanical, and schematic print reading as well as blue print reading and ability to read and understand service maintenance manuals.
- Ability to work well independently and as part of a team.
- Demonstrated organizational skills with strong oral and written communication abilities.
- Ontario Class “G” driver’s licence. **An acceptable driver’s abstract must be submitted with your application. Applications submitted without an acceptable driver’s abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

### **How to Apply:**

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on May 8, 2024** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email: [hr@northumberland.ca](mailto:hr@northumberland.ca)**  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.