



STATE OF MISSOURI
OFFICE OF THE ADJUTANT GENERAL
DEPARTMENT OF PUBLIC SAFETY
IKE SKELTON NATIONAL GUARD TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203
<http://www.moguard.com>



NGMO-SR

16 June 2017

JOB OPPORTUNITY BULLETIN #06-17-480 (STATE)

Position Control Number 3000089

FLSA Classification: Code 1 Non-Exempt

1. The Office of the Adjutant General, State Resources is currently accepting applications for a HVAC Instrument Controls Technician with the Office of the Adjutant General, Facilities Division, MO-TASMG, 5250 W. Depot Rd., Springfield, MO 65803.

a. **AUTHORIZED STARTING SALARY:** \$2,634.00 to \$2,724.00 per month.

b. **PRIMARY FUNCTIONS AND RESPONSIBILITIES:** Work is performed under the direct supervision of the Maintenance Supervisor I. Performs semi-skilled and skilled work in the maintenance and repair of HVAC systems for over 250,000 square feet of the Missouri Army National Guard buildings located on and in the vicinity of MO-TASMG, a large Army Aviation Industrial Facility. Duties include, but are not limited to the maintenance and repair of large scale heating, ventilation, and air conditioning (HVAC) equipment controls and systems, and assisting in other building and construction related areas. Inspects, calibrates, operates, and maintain HVAC controls for equipment including three central chilled water systems, 10 packaged rooftop HVAC systems, 20 large air handling units, 210 variable air volume boxes, and 12 split HVAC units. Records meter and gauge readings. Trouble-shoots and repairs controls, makes adjustments to thermostats, controllers, sensors, control panels, pressure gauges, and other related equipment to insure proper operation. Supervises and instructs maintenance helpers engaged in repair and maintenance of HVAC equipment. Repair and replaces electrical outlets, light fixtures, switches and other controls. Repairs electrical motors and generators with appropriate training and education. Cleans coils and oil motors, replaces belts, filters, switches, gauges and motors. Assist skilled carpenter, plumbers, electricians, or other high level maintenance staff in performing more complex maintenance, repair and construction activities. Paint buildings and equipment. Patch plaster walls, and repairs or replaces tiles and other wall coverings. Open stopped sewage and drain lines, replace or repair faucets, toilets, sinks, valves, water lines, and other plumbing equipment and fixtures. Maintain an inventory and order supplies, replacement parts, tools, and equipment. Receives assignments in the form of work orders or from supervisor.

Responsibilities may be added, deleted, or changed at any time, within the parameters of the position description, at the discretion of management, formally or informally, verbally or in writing. Complies with all state and office standard operating procedures and perform other duties as assigned.

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c. **WORKING CONDITIONS:** Work assignments may be inside or outside as required. Work may be done at ground level, elevated or below grade. Incumbent can expect inclement weather conditions or unheated buildings and non-air conditioning at work sites. May be required to lift heavy loads. May be required to wear PPE in order to accomplish tasks.

NOTE: This position is represented by the American Federation of State, County, and Municipal Employees (AFSCME) Council 72 through the Crafts and Maintenance Bargaining Unit Agreement.

d. **CLOSING DATE OF ANNOUNCEMENT:** Completed applications must be received by close of business 30 June 2017.

e. **AVAILABILITY DATE:** Incumbent must be available for duty no later than 1 August 2017.

f. **QUALIFICATIONS: MANDATORY:** Four or more years of experience in heating, ventilation, air conditioning, or power plant operation, including one or more years of experience with substantial emphasis on controls, control theory, operation, calibration, maintenance and repair; and possession of a high school diploma or proof of high school equivalency.

(Post secondary training from an accredited vocational or technical school in heating, air-conditioning, refrigeration, electronics, or a closely related area may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours, or 480 *clock hours, for one year of experience.*)

The United States Military Selective Service Act requires males aged 18-26 to register with the Selective Service Administration. In support of this federal regulation, the State of Missouri, Division of the Adjutant General, will require certification of registration with the Selective Service Administration prior to being employed.

Employment with the Office of the Adjutant General may be contingent upon the prospective employee providing the Office of the Adjutant General with a favorable background check. If the applicant is selected for employment prior to the completion of all required background investigations, and the results of the investigations are unfavorable, the employee will be released from employment with the Office of the Adjutant General.

Prospective employee must comply with 105.262 RSMO (HB600), which requires state employees to file and pay their state income tax.

Prospective employee must also be legally eligible to work for the State of Missouri.

DESIRABLE: Membership in the Missouri National Guard.

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g. **APPLICATION PROCEDURES:** Persons who wish to be considered for this position must complete MO 812-0938 (6-16), DPS Application for Employment. Applications may be picked up from the State Resources Division located on the second floor of the Office of the Adjutant General, 2302 Militia Drive, Jefferson City, Missouri 65101-1203, or downloaded from www.moguard.com. Completed applications may be returned to the above listed address.

h. **AREA OF CONSIDERATION:** Statewide.

i. **PERSONNEL TO RECEIVE AUTOMATIC CONSIDERATION:** None.

2. Supervisors will call this J.O.B. to the attention of all personnel and will post in a conspicuous place on all bulletin boards. This position may be viewed on the Missouri Works Internet website address at <https://mocreers.mo.gov>, or the Missouri National Guard Home Page at: www.moguard.com.

3. The Missouri National Guard is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, gender, religion, national origin, political affiliation, age, disabling conditions, or any other non-merit factor. For questions regarding this job opportunity, please contact Elaine Forck at (573) 638-9609 or Elaine.a.forck.nfg@mail.mil

FOR THE ADJUTANT GENERAL:


JILL L. DELGADO
Military Executive