

Martin O'Malley
Governor

Alvin C. Collins
Secretary

Anthony G. Brown
Lt. Governor

Maryland Department of General Services
Administration • Facilities Operations & Maintenance
Facilities Planning, Design & Construction • Procurement & Logistics • Real Estate

This is a ***Position Specific Recruitment for the Maryland Department of General Services (DGS)***. The eligible list will be valid for this position only, which is located in Baltimore, Maryland. Applicants interested in other positions in State service in this job classification should apply when they are posted.

RECRUITMENT FOR: **REFRIGERATION MECHANIC (Skilled Service)**
Announcement Number 10-2036-904
(List both the title and announcement number on your application.)

SALARY: **\$28,008 - \$43,407 (Grade 10)**
(The salaries referenced above are in accordance with the State of Maryland Executive Order 01.01.2008.20 – State Employee's Furlough and Temporary Salary Reduction Plan.)

CLOSING DATE: **Wednesday, March 17, 2010**
Applications must be received by the close of business.

LOCATION: **Baltimore, Maryland**

POSITION DUTIES: A Refrigeration Mechanic is the full performance level of work installing, repairing, and maintaining commercial and industrial refrigeration and air conditioning systems and equipment. This position will be responsible for installing, maintaining, inspecting, repairing, and troubleshooting commercial and industrial refrigeration and air conditioning (HVAC) systems for the Inner Harbor State Office Complex. Employees are considered essential and must report to work during regularly scheduled work hours regardless of weather/emergency conditions or when directed to do so by the supervisor or designee.

MINIMUM QUALIFICATIONS:

Experience: Four years of experience installing, repairing and maintaining commercial and industrial refrigeration and air conditioning systems and equipment at commercial or residential buildings or other facilities.

Note: Graduation from an accredited vocational/technical high school with a concentration in refrigeration and air conditioning may be substituted for three years of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

2. Employees in this classification may be assigned duties which require the disposing or servicing of air-conditioning and refrigeration equipment. Employees assigned such duties will be required to possess technician certification from an approved Environmental Protection Agency certifying organization as required by section 608 of the Clean Air Act.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Employees in this classification are subject to call-in and, therefore, will be required to provide the facility with a phone number where they can be reached.
2. Employees in this classification who are designated as Level I or Level 11 employees shall attend and successfully complete the appropriate asbestos safety and health training as required by Executive Order 01.01.1987.22.

RETURN COMPLETED APPLICATION TO: Department of General Services, Personnel Division, 301 West Preston Street, Room 1211, Baltimore, Maryland 21201. **Applications must be received by the close of business on Wednesday, March 17, 2010. Please include a copy of your current EPA certification.**

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. The examination will consist of a rating of your education, training, and experience related to the requirements of the position. Scoring may consist of a rating of the information provided on the application. Therefore, it is essential that you provide complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for at least one year.

An Equal Opportunity Employer

INFORMATION FOR CANDIDATES:

Applications: Applications may be obtained by visiting the Department of Budget and Management, Office of Personnel Services & Benefits website at: www.workformaryland.com; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, MD 21201; or by calling 410-767-4850, toll free: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

Qualifications: You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application the time you spent in such activities. You must be legally authorized under the United States Immigration Reform and Control Act to be hired into the position for which you apply.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates, who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

Physical Examination: Eligible candidates may be required to pass a job-related physical examination.