



# DISTRICT OF COLUMBIA COURTS

## POSITION VACANCY ANNOUNCEMENT



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| Announcement Number:<br>04-09-041                                      | Opening Date:<br>09-08-09              | Closing Date:<br>09-29-09 | OPEN TO ALL APPLICANTS  |
| POSITION: BUILDING<br>MAINTENANCE MECHANIC<br>JS-4749-09 (5 positions) | TYPE OF APPOINTMENT:<br>Career Service |                           | Salary Range: \$55,447 – \$72,076<br>DC Courts non-judicial employees receive<br>federal retirement and benefits. |
| DIVISION:<br>Capital Projects & Facilities Management<br>Division      | LOCATION:<br>500 Indiana Ave., NW      |                           | TOUR OF DUTY:<br>Full Time  |

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for the operation, maintenance and repair of the central air conditioning plant, the central heating plant and various steam reducing stations, air handling units, pumps, fans and related equipment. Responsible for inspection and adjustment of HVAC components; monitoring and balancing of interior air flow and temperature; operation of computerized building control systems; location, diagnosis and correction of equipment malfunctions; monitoring and adjustment of chemicals used to treat various water systems; investigation of complaints regarding equipment; maintenance of daily log sheets recording equipment operations; and miscellaneous repairs and maintenance.

**MINIMUM QUALIFICATIONS:** A high school diploma or General Equivalence Diploma (G.E.D.) and at least Five (5) years of experience in the operation, maintenance and repair of central building HVAC systems. Candidates must also possess a District of Columbia A-8 Refrigeration License or a District of Columbia Class 6 Steam License, and a valid permit to operate a vehicle. **A copy of your licenses must be submitted along with your application in order for you to be considered for the position.** Equivalent levels of education or experience may be substituted. A copy of your high school diploma or General Equivalence Diploma, or other proof of education must be submitted along with your application. Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate candidates' qualifications for the position. All applicants must respond to each ranking factor on separate sheets of paper. Describe experience, training or education that indicates your level of qualification for each factor. For employment experience, indicate the time periods and the names and telephone numbers of persons who can verify your experience. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of the operation, maintenance and repair of central building HVAC systems.
2. Knowledge of and ability to use instruments to measure temperature, humidity, pressure, air flow, electrical current and voltage, water and oil acidity.
3. Ability to read and interpret blueprints and shop manuals.
4. Skill in the use of hand, portable electric, bench-mounted power and soldering tools and equipment, as well as skill in general maintenance techniques in a variety of other trades such as electrical, plumbing, carpentry, and steam fitting.

**SELECTION PROCESS:** After a review of applications and ranking factor responses, a structured oral panel interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

**Submit D.C. Courts application and Ranking Factors:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001-2131

Fax to 202-879-4212; email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7<sup>th</sup> Street, NW between H & F Streets) Sixth Floor, Washington, DC

For more information, call 202-879-0496, or visit us on the web at [www.dccourts.gov](http://www.dccourts.gov)

**It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.**