

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Watertown Housing Authority

POSITION TITLE: Building Systems Supervisor

SALARY RANGE: \$57,273 - \$72,867

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

## DISTINGUISHING FEATURES OF THE CLASS:

This is an intermediate level of supervisory work involving responsibility for the efficient and economical use of personnel, materials, and equipment in the maintenance and care of all Watertown Housing Authority properties and facilities. Incumbent will be responsible for independently performing skilled facility maintenance tasks including but not limited to mechanical, plumbing, electrical, HVAC and construction activities. Supervision will be exercised over the activities of the Maintenance Mechanic and incumbent will also perform related work as required.

## MINIMUM QUALIFICATIONS:

- a) High school diploma or equivalent and possession of a vocational or technical degree. Must have a minimum of five (5) years of HVAC technician experience. Must possess industry certifications for handling refrigerants and HVAC; Supervisory experience preferred; OR
- b) High school diploma or equivalent with a minimum of eight (8) years of HVAC technician experience, three (3) of which must include experience as an HVAC Mechanic for large commercial or industrial type facilities, with demonstrated progression in responsibilities. Supervisory experience preferred; OR
- c) An equivalent combination of training and experience as defined by the qualifications of (a) or (b) above.

## LICENSING REQUIREMENTS:

- Valid NY Driver's license.

## SPECIAL NECESSARY REQUIREMENT:

- Provisional incumbent will be required to pass a civil service exam and score among the top three (3).
- Incumbent must have EPA 608 Certification, Types I & II (A/C)
- Obtain Lead Base Paint Certification to comply with EPA RRP Rule and HUD Lead Safe Housing Rule (LSHR) within one (1) year of employment and maintain required re-certification training.
- Complete inspection training (i.e. NSPIRE (National Standards for the Physical Inspection of Real Estate)) within one year of employment and maintain required annual training;
- Complete job-related continuing education on an annual basis.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 12/29/2023

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.