



## NOTICE OF EXAMINATION

### WWTP WASTEWATER HVAC TECHNICIAN

The Massillon Civil Service Commission will conduct a competitive Resume Review for the position of HVAC Technician with the City of Massillon Waste Water Treatment Department. **The deadline for applications is Friday October 10, 2025.** Candidates must submit a cover letter and resume along with their application in order to be considered for this position.

#### DUTIES:

The HVAC Technician works under general supervision performing a variety of complex analytical, writing, presentation, and recordkeeping assignments. The HVAC Technician installs, maintains and repairs heating, ventilation and cooling units as well as diagnoses and repairs the electronic, mechanical and electrical components of these systems. HVAC Technicians are responsible for ensuring compliance with all relevant building, plumbing, electrical and safety codes. Routinely, the position maintains stock, parts, safety equipment and tools for the job site; calibrates thermostats; inspects and tests systems for compliance; and maintains proper record keeping. HVAC Technicians respond to after-hours emergency call-in repairs.

#### MINIMUM REQUIREMENTS:

To be eligible for examination, applicants must meet the following qualifications:

- Applicants shall possess a Valid driver's license issued by the applicant's state of residence
- Applicants shall possess a Refrigerant Certification
- Applicants shall have a minimum of five (5) years of experience in the maintenance and repair of HVAC equipment and controls
- Knowledge of and/or experience with heat pump systems and commercial - industrial boiler systems preferred

#### SKILLS, ABILITIES, PHYSICAL DEMANDS:

- Basic knowledge of heating, ventilation and cooling systems
- Ability to diagnose and repair HVAC equipment
- Skills in the operation of HVAC Equipment; Hand tools; Power Tools
- Computer skills including Microsoft Office, Usage of the Internet, etc
- Physical demands include: standing, walking, kneeling, crouching, climbing stairs, etc on a routine basis
- The HVAC Technician must be able to frequently lift and/or move up to 10 pounds
- The HVAC Technician must be able to regularly lift and/or move up to 25 pounds
- The HVAC Technician must be able to occasionally lift and/or move up to 50 pounds
- The HVAC Technician must have specific vision abilities including: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- The HVAC Technician must be able to enter confined spaces such as tanks, vaults and large diameter pipelines.

#### PAY & BENEFITS:

New Hires will be eligible for our rich benefit plan. The plan includes: Comprehensive Health Care Insurance, Retirement Plan, Paid Vacation, Sick Leave Benefit, Paid Holidays

**BASE SALARY RANGE:** \$24.42 to \$30.08 hourly      FULL - TIME      CLASSIFIED

## APPLY HERE!

<https://massillonohio.gov/jobs>

In order to be eligible for this position, candidates must submit a resume and cover letter along with their application. **ADDITIONALLY, CANDIDATES MUST SUBMIT A COPY OF THEIR REFRIGERANT CERTIFICATE IN ORDER TO CONTINUE IN THE PROCESS.**

### PASSING SCORE & BONUS CREDITS:

The minimum passing score is seventy percent (70%). Twenty percent (20%) is the maximum total bonus credit available which, if applicable, will be added to passing scores of seventy percent (70%)

- **Veteran's Preference**

Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

### ADDITIONAL TESTING & REQUIREMENTS PRIOR TO APPOINTMENT

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) will be required to pass an oral interview, background investigation, drug screen, and medical evaluation.

### REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

### EQUAL EMPLOYMENT OPPORTUNITY

**The City of Massillon is an equal opportunity employer.**

#### BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION

Megan Starrett, Elaine Campbell, Aaron Violand  
Tom Burgasser, Interim Administrator  
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