



LITTLE ROCK  
**Water Reclamation  
Authority**

ONE WATER. ONE FUTURE.

**LITTLE ROCK WATER  
RECLAMATION AUTHORITY  
invites applications for the  
position of:**

**Master HVACR  
Technician**

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<b>SALARY:</b>	\$29.60 Hourly
<b>DEPARTMENT:</b>	Facilities and Equipment
<b>OPENING DATE:</b>	11/17/20
<b>CLOSING DATE:</b>	12/04/20 04:00 PM
<b>DESCRIPTION:</b>	

**SAFETY SENSITIVE-YES**  
**UNIFORM REQUIRED-YES**

**Scope of Responsibilities:**

Responsible for maintaining the estimated 83 HVAC units throughout LRWRA, along with the 32 VAV Automated Air Flow Actuators. Coordinate all work orders including job planning and assembling materials, equipment, and personnel necessary. Assures all equipment, vehicles, and tools assigned are kept in working order. Oversees the installation of all new and repaired HVACR systems with the HVACR Team. Troubleshoot and repair HVAC/R equipment. Maintains all asset information and recommended service records within the LRWRA Asset Management Software.

**EXAMPLES OF DUTIES:**

**Duties & Responsibilities:**

- Coordinates work assignments with supervisor and reviews work steps if necessary.
- Installs new HVAC systems and maintains all LRWRA existing HVAC, Ventilation, refrigeration, ice machines, and associated controls at all pump stations and facilities throughout the City of Little Rock, AR.
- Prepares maintenance records, daily time sheets, gathers equipment information, and other reports as directed.
- Follows established work procedures and practices.

- Follows safety practices and guidelines, including wearing proper personal protective equipment (PPE) due to possible exposure to hazardous chemicals, refrigerants, flammable liquids, biological hazards, toxic/flammable compressed gasses, and confined spaces.
- Reports possible situations where work orders may need to be initiated based on observations.
- Keeps all work sites neat and orderly and cleans tools and equipment where necessary.
- Completes daily job reports. Assures proper receipts are attached for purchased materials.
- Operates equipment as required.
- Maintain a good driving record.
- Assists any other of the 409 Maintenance Teams if needed.
- Must be able to multitask with the fast changing of task priorities.
- Apply local HVAC codes in practical manner on each job.
- Perform all electrical repairs and recommended service on non-HVAC equipment, as needed, throughout LRWRA.
- Monitors and maintains HVAC/Electrical stock on the HVAC service truck to keep all LRWRA HVACR systems functional at all times.
- Responsible for prioritizing work and be able to multitask daily for the LRWRA needs.
- Perform any other related duties as required or assigned.
- Undertakes any reasonable request within capabilities that is good for the community and LRWRA.

## **TYPICAL QUALIFICATIONS:**

### Education

- High school or GED, plus specialized schooling and/or on the job education in a specific skill area; plus 9 to 10 years related experience and/or training, or equivalent combination of education and experience.

### Experience & Training

- Must maintain a State of Arkansas Class A HVACR License.
- Must maintain an EPA Refrigerant Certification.
- Must maintain a State of Arkansas Journeyman Electrical License.
- Must have ten (10) years of documentable experience as an HVACR Technician.

### Knowledge, Skills & Abilities

- Understanding of the advanced principles of air conditioning, refrigeration, and heating.
- Knowledge of manual and electric tools/equipment applicable to the HVACR trade.
- Ability to follow and communicate through verbal, written, diagrammed and radio instructions.
- Ability to read and work from plans and blueprints.
- Must have experience with soldering techniques.
- Ability to work in weather and terrain extremes.
- Ability to complete reports and forms.
- Must be computer literate with Microsoft Windows and Excel software.
- Ability to perform work while standing, sitting and/or walking.
- Ability to bend, squat, crawl, climb, and reach.
- Must be experienced and comfortable around moving/rotating equipment.
- Must be capable of working from a manned boom at heights of 50 feet plus/minus.
- Ability to routinely lift equipment such as compressors, air handling units, motors, etc.
- Ability to perform work while standing, sitting and/or walking.
- Ability to meet and maintain attendance requirements.
- Ability to comply with all safety rules and regulations.
- Ability to maintain proper inventories on trucks.
- Ability to follow work schedules.
- Ability to work overtime when needed.

- Must be willing to gain knowledge of the entire LRWRA locations, facilities, pump stations, etc.
- Ability to prioritize work.
- Ability to communicate orally and in writing.
- Ability to understand and follow oral and written directions.
- Ability to meet schedules and timelines.
- Ability to multitask with the fast pace of task priorities.
- Ability to obtain and maintain a valid Arkansas driver's license.
- Ability to obtain an Arkansas Class I Wastewater Treatment Plant Operators License within one year.

## **SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.lrwra.com>

Position #20-16  
MASTER HVACR TECHNICIAN  
KL

11 Clearwater Drive  
Little Rock, AR 72204

[karen.light@lrwu.com](mailto:karen.light@lrwu.com)

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### **Master HVACR Technician Supplemental Questionnaire**

- \* 1. Do you have at least a High school diploma or GED, plus specialized schooling and/or on the job education in a specific skill area; plus 9 to 10 years related experience and/or training, or equivalent combination of education and experience.  
 Yes    No
- \* 2. Do you have have ten (10) years of documentable experience as an HVACR Technician?  
 Yes    No
- \* 3. Please list the licenses and certifications you currently hold
  - Class A HVACR license
  - EPA Refrigerant Certification
  - AR Journeyman Electrical license
- \* Required Question