

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
HVAC Mechanic I, II, or III  
Bureau of Facilities  
An Equal Opportunity Employer

**HVAC Mechanic I, II, or III – Bureau of Facilities**

\$45,116 - \$53,623 annually (\$21.69 – \$25.78 hourly) (Grade C09, C10, or C11), 40 hours per week  
Hours are typically Monday through Thursday or Tuesday through Friday from 6:30 am – 5:00 pm  
**This position will remain open until filled.**

The Bureau of Facilities is currently searching for an ambitious individual with mechanical aptitude and strong troubleshooting skills who can deliver great customer service.

As the general contractor of Carroll County Government, the Bureau of Facilities oversees more than 40 main building complexes. Responsible for the general maintenance, repair, replacement, and installation of the HVAC equipment and systems, you would play a vital role within the Facilities team.

The ideal candidate for this opportunity will work well under the direction of a lead HVAC Mechanic or Facilities Supervisor or have the capability to perform independently.

See the full job descriptions here: [HVAC Mechanic I](#), [HVAC Mechanic II](#), [HVAC Mechanic III](#)

**Qualifications:**

1. High school diploma or general education diploma (GED)
2. Two years technical training in HVAC preferred\*
3. Three – eight years HVAC work experience
4. CFC Certificate, Class II minimum (HVAC Mechanic I)
5. Universal CFC Certificate (HVAC Mechanic II or III)
6. Master HVAC license or successful completion of ICC HVAC exam (HVAC Mechanic III)
7. Valid driver's license
8. Department of Transportation (DOT) Physical Card
9. Requires criminal background check as condition of employment

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 02/14/2022  
(22-125)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.