



DATE OF ISSUE: February 26, 2025

Position: HVAC Maintenance Mechanic

Type: Probationary/Regular, Full-time

Minimum Education, Training, Experience and Skills:

High school graduate (or GED) or completion of technical vocational school and HVAC certification or an equivalent combination of technical training and experience. Two (2) to five (5) years' experience or training in HVAC systems preferred.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director:

- Certified Apartment Maintenance Technician (CAMT)
- EPA Freon certificate and limited electrician's license for refrigeration, low energy, and/or oil burner as applicable.

Applicants with experience in carpentry, electrical, and plumbing, etc. Possession of valid State of North Carolina driver's license.

Duties and Responsibilities:

Keeps HVAC equipment and systems ready for use by performing a full range of preventive maintenance and restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping and wiring diagrams, and manufacturers' specifications.

In addition, employees in this class perform the full range of duties associated with the carpentry, painting, electrical, and plumbing trades. Work assignments are generally in the form of work orders indicating the nature of the problem. Employees are expected to identify the cause of the problem, determine materials, tools needed, and method of repair, and carry out repair procedures independently on most jobs. Employee performs other duties as assigned by the Maintenance Director. Will be expected to be on-call in accordance with Maintenance On-Call Schedule.



Application Procedures: Interested persons who meet the qualifications above should complete a Pembroke Housing application and submit it as soon as possible to:

Pembroke Housing
ATTN: Ashley R. Locklear
P.O. Box 910
Pembroke, NC 28372

Employment applications are available at the Administrative Office located at 606 Lumbee Street, Pembroke, NC, or online at <https://www.pembrokeha.com/careers>. Position is available until filled.



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