



## CORRECTIONAL OFFICER SPECIALIST – HVAC

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### **General Summary**

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. The Heating, Ventilation, and Air-Conditioning (HVAC) position installs and maintains all HVAC systems, and performs equipment maintenance and repair.

### **Correctional Officer Specialist – HVAC**

**Jobcode: PCSH15**

**Pay Band: CD**

**FLSA Status: Non-exempt**

### ***Distinguishing Characteristics***

This is the sole level of the Correctional Officer Specialist – HVAC position.

### ***Recommended Education and Experience for Full Performance***

High School Diploma or equivalency, one (1) year experience in heating, ventilation, air conditioning, and refrigeration maintenance and/or installing and repairing refrigeration and heating systems.

### ***Minimum Qualifications***

High School Diploma or equivalency and six (6) months experience in heating, ventilation, air conditioning, and refrigeration maintenance and/or installing and repairing refrigeration and heating systems.

### ***Essential Duties and Responsibilities\****

- Diagnose and repair problems occurring in heaters, refrigerators, and other heating/cooling devices.
- Supervises inmates when required.
- Maintains and operates equipment, tools, and devices required to install HVAC equipment.
- Recommends the purchase of necessary equipment to management.
- Demonstrates analytical thinking and communication skills.
- May be required to supervise inmates' work and perform the duties of other trades, as required.

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**Bargaining Unit:** Correctional Officer Specialist - HVAC: Represented

### **Statutory Requirements:**

**Conditions of Employment:** This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. Successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

**Working Conditions:** Work is performed in a prison setting with inmate contact and supervision of inmates. Occasional travel long distances to service clients may be required.

**Established:** 4/27/2016

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of*

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*specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*