

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
POSITION VACANCY ANNOUNCEMENT  
Announcement Number: ML250702**

**OPENING DATE:** 02 July 2025

**CLOSING DATE:** Open until filled

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**LOCATION:** CFMO, Joint Forces Headquarters, 1707 Coonskin Drive, Charleston, WV 25311

**JOB TITLE:** MA HVAC Specialist

**PAY GRADE:** 10

**STARTING RANGE:** \$59,000 - \$90,776

**HOW TO APPLY:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority application for employment and resume** to Attn: Applications West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311 or fax to 304-561-6321 or email to [ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil) on or before the closing date noted above.

Applications for employment may be obtained from the West Virginia Military Authority web site: <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

**NATURE AND SCOPE OF WORK**

Provide supervision to other HVAC technicians throughout the state, performs technical work in the operation and maintenance of heating, ventilation and air conditioning (HVAC) equipment and energy monitoring systems and equipment. Monitors HVAC and energy management systems by computer; checks temperature and environmental data; makes system adjustments. Conducts building inspections to ensure adequate heating, cooling, humidifying, dehumidifying and circulation in buildings. Availability required for emergency situations on a 24/7 basis. Adheres to federal and state regulations relating to refrigeration and/or HVAC operation and maintenance. Performs related work as required.

**EXAMPLE OF WORK**

Accesses automated HVAC and energy management systems via computer or on-site; monitors systems operation and makes adjustments.

Performs systems operation and preventive maintenance; recommends whether repairs should be made by maintenance staff or contractor.

Maintains maintenance of operating and maintenance records; trains maintenance staff on preventive maintenance for HVAC and energy management systems.

Makes regular and special inspections of systems and operating infrastructure to ensure the highest possible energy efficiency and maximum life-cycle of equipment.

Recommends methods for increasing energy efficiency.

May assist with the development of technical sections for requests for proposals (RFP's) related to HVAC and energy management systems.

May supervise maintenance personnel and contractors on a project basis. Performs emergency repairs and system maintenance work on a 24/7 basis.

Repairs and maintains tools and equipment used.

Performs repairs to equipment such as replacing motors, belts, seals, bearings and blades.

Starts, monitors operational readings, makes necessary adjustments, and shuts down boilers and unfired

pressure vessels; tests boiler water and adds chemicals as needed.  
Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the equipment, methods, practices and materials used in HVAC and energy management systems operation and maintenance.

Knowledge of the computer controls, functions and technical adjustments pertaining to HVAC and energy management systems.

Knowledge of the occupational hazards and safety precautions related with HVAC systems operation and maintenance.

Knowledge of federal and state laws related to refrigeration and/or HVAC operation and maintenance. Knowledge of arithmetic functions. Ability to troubleshoot HVAC systems and equipment and take corrective actions.

Ability to read and interpret HVAC and energy management system blueprints and operating diagrams. Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships.

### **MINIMUM QUALIFICATIONS**

#### **TRAINING:**

Graduation from an accredited high school or equivalent.

**CERTIFICATIONS:** Must have current HVAC Tech License.

#### **EXPERIENCE:**

At least Five (5) years of full-time or equivalent part-time paid experience Installing and Maintaining commercial building heating, ventilation and air conditioning equipment.

And/or at least three (3) years in the Plumbing trades and/or Electrical Trades.

#### **SPECIAL REQUIREMENTS:**

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Consolidated Public Retirement System.
3. Must be able to obtain and maintain a security clearance.
4. Position may require certification from a federal EPA approved testing organization as a certified technician required by the Clean Air Act on refrigerant recycling.
5. State Positions announced by the Adjutant General are **AT-WILL EMPLOYMENT POSITIONS**. The term At-Will Employment means the employee may be terminated at any time without cause.
6. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.

Murray "Gene" Holt, II  
Director, West Virginia Military Authority