**Document 1 of 4 for Project 2 - Tyrrell**

**HVAC Chiller Service Mechanic - Joplin,**

[Apply Now](http://www.gethvacjobs.com/hvac-chiller-service-mechanic-joplin-mo-joplin-missouri-31047028.htm#application)

|  |  |
| --- | --- |
| Salary: TBD / Yearly | Location: Joplin, MO |
| Type: Full-Time | Postal/Zip Code: 64801 |

HVAC Chiller Service Mechanic - Joplin, MO   
  
HVAC Service Mechanic:   
  
Works under the direct supervision of the working foreman, works on the truck based team, providing routine periodic service and inspections on Mechanical and HVAC equipment at customer sites, regardless of the size or location of the HVAC mechanical equipment being worked on. Change and service filters, oil and grease bearings, perform belt adjustment and replacement services. Perform cooling tower and condenser maintenance. General housekeeping tasks as required by customer contract. Operate mechanical equipment if deemed necessary by customer contract. Clean and perform routine maintenance as required for solar energy equipment. Perform indoor air quality maintenance including but not limited to the cleaning of duct systems and drain pans

**Candidate must have the following in order to qualify for an interview….**

* Licensure/Certification Requirements:
  + - * EPA 608 Type 3 or Universal
      * Certified OSHA 10
      * HVAC Excellence Employment ready
* Educational Requirements:
  + - * Must be a High School graduate or equivalent?
      * Previous experience preferred.
* Environmental Conditions:
  + - * Employee may be exposed to noise, dust, grease, oil
* Physical Demands:
  + - * Must be able to lift 50Lbs (Floor to Waist)
      * Lift 75lbs (knee to waist )
      * Log all maintenance forms
      * Read and understand blue prints, schematics, service manuals, and PM routine maintenance expectations
      * Control both electrical as well as pneumatic
      * Drug Testing
        + Candidate will be required to take drug test.
        + Candidate will be required to pass a nicotine test.

*1 of 4*

COVER LETTER Project2 Tyrrell

COVER LETTER

Zachary Paulk

420 Grand

Joplin, Mo 64801

417-625-5260

zacharypaulk@joplinschools.org

May 22, 2013

Marian Smith

HR Employment office

Johnson Controls

220 Spring Street

Springfield, Missouri, 65805

Dear Marian Smith:

I am writing in response to your advertisement in Joplin, Mo for a chiller mechanic. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

* EPA 608 Universal certification
* OSHA 10 General certification
* HVAC excellence certification
* 2 years in HVAC/R class and shop experience
* High School diploma
* Excellent physical condition
* Ready to work hard

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at (417) 625-5260 or by e-mail at [zacharypaulk@joplinschools.org](mailto:zacharypaulk@joplinschools.org) I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely, Zach Paulk **2 of 4**

|  |  |  |
| --- | --- | --- |
|  |  | Zachary Paulk  Project 2 – Tyrrell page 3 of 4  420 Grand  Joplin, Mo 64801  417-625-5260  zacharypaulk@joplinschools.org |
|  |  |  |
| Objective |  | Enter the HVAC field of chiller maintenance. |
|  |  |  |
| Experience |  | Franklin Technology Center 2011 - present We have spent 2 years following the HVAC/R curriculum for HVAC Excellence both class room, shop as well as community service Arrow Scales 03/2013 - present Part time help in the building maintenance and equipment repair field Watered Gardens Rescue Mission 12/2012 - present Community Service with my FTC class installing 5 full air conditioning systems as well as the duct work |
|  |  |  |
| Education |  | Joplin Schools graduate student 2008 - present 3.5 GPA (or better) past 4 years  EPA 608, OSHA 10 certified, HVAC?R graduation certificate for Franklin Technology |
|  |  |  |
| Skills |  | Read, write, interpret, understand equipment blueprints, schematics, manuals, and maintenance manuals  Proper use of Freon recovery equipment, manifold gage, vacuum pump, oxy/acetylene equipment as well as leak test methods and equipment.  Full understanding of gas, and electric heat including heat pumps  I properly use a volt/ohm/amp meter to trouble shoot equipment along with all related tools and equipment |
|  |  |  |
|  |  | Reference: Mr Tyrrell (hvac instructor) [marktyrrell@joplinschools.org](mailto:marktyrrell@joplinschools.org)  Mrs Cheryl Fields (school council) cfld@joplinschools.com  Mr Den Dermont (HR Arrow Scales) [ddm@arrowscales.com](mailto:ddm@arrowscales.com) |
|  |  |  |

3 of 4

Interview Expectations to Prepare for

Project 2 – Tyrrell Page 4 of 4

Applicants for any Job should expect some or all of the expectations and questions an interview would include:

* First impressions are very important

1. Dress for success IE: for an HVAC or maintenance position–
2. Nice slacks with belt
3. Collared Shirt
4. Clean and polished shoes with appropriate socks
5. Clean shave & hair cut. Try to hide tatoos

* Focal Impression Points

1. Don’t chew gum
2. Don’t fiddle with your hands
3. Don’t smoke
4. Avoid personal information especially failures you’ve experienced

* Upon meeting the interviewer

1. Shake hands & introduce yourself
2. Be positive & likable
3. Show enthusiasm
4. Don’t act nervous
5. Humor is good (if used properly)
6. Show self conscience and self worth

* Listen carefully

1. Names are important
2. Let interviewer lead conversation
3. Never bad mouth anybody

* When they are finished, they will ask you if you have any questions

1. Ask them questions about what they will expect from you
2. Be prepared to tell them what your pay expectations are (but only if they ask you)
3. Discuss what you can do for them (never what they will do for you )
4. Salary does not need to be discussed upon first interview unless they offer that information.

Reference: Sharon Jennings UCM power point as found on our class website

<http://Marktyrrell.weebly.com> Student page - first tab

[http://www.careeronestop.org](http://www.careeronestop.org/)

4 of 4