



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE:

MAINTENANCE - HVAC

QUALIFICATIONS:

1. High School Diplomas or GED
 2. Be clean and neat in appearance
 3. Ability to operate all required power tools and or equipment
 4. Basic computer knowledge
 5. Ability to read blueprints
 6. Possess a valid New Jersey Driver's License
 7. Demonstrate a working knowledge of the following trades with proficiency in all phases of commercial HVAC:
 - a. Electrical
 - b. Carpentry
 - c. Masonry
 - d. Commercial electric
 - e. Painting
 - f. Plumbing
 - g. Glazing
 - h. Floor tiling
 - i. Roofing
 - j. EPA Certification to reclaim & recharge HVAC equipment
 8. Ability to estimate job costs
 9. Ability to read electrical schematic drawings
 10. Possess the ability to work independently
 11. Possess the ability to reclaim and recharge motors, compressors, valves, etc. on all HVAC equipment
- QUALIFICATIONS:**
12. Demonstrate a working knowledge of how to wire equipment, high and low voltage, with the following voltages: 24, 110, 220, 227 and 480
 13. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to Facilities Supervisor

JOB GOAL:

ESSENTIAL JOB FUNCTIONS:

1. Directly responsible to Facilities Director/Supervisor.
2. Shall be employed on a twelve (12) month basis with the work day schedule as determined by Facilities Director/Supervisor.
3. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and Teamsters Local No. 97.
4. Shall perform all duties in the most efficient manner possible and cooperate with any Facilities Director/Supervisor, co-workers and other departments in the interest of the school system.
5. Shall wear uniform provided by the Board of Education.
6. Physically move and twist to complete normal daily responsibilities.
7. Ability to stand, sit and walk for long periods of time.
8. Ability to operate all required power tools and equipment.
9. Ability to assist with snow removal as necessary.
10. Ability to lift 75 pounds at least 20% of the time, bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck
11. Shall perform duties assigned by Facilities Director/Supervisor such as, but not limited to:
 - a. Change filters
 - b. Perform HVAC repairs with all types sodden & brazing
 - c. Install all new HVAC equipment
 - d. Remove and replace pulleys, belts, shafts, etc.
 - e. Wire low voltage circuits
 - f. Have backgrounds in boilers and chillers
 - g. Rebuild all types of bearing assemblies and pumps
 - h. Demonstrate the ability to split electric circuits
12. Perform any other tasks assigned by Facilities Director/Supervisor including working with departments within the Facilities Department.

13. Perform any other tasks assigned by any Facilities Director/Supervisor or designee where circumstances prevent assignment through the chain of command described herein.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda DATE: 4/24/12

REVISED: 1/21/14