
TITLE: TRADESMAN – HVAC

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Must have current Black Seal License
3. Be clean and neat in appearance
4. Ability to read architectural and engineering blueprints for system evaluation
5. Possess a valid New Jersey Driver's License
6. Demonstrate a working knowledge of the following trades with proficiency in all phases of commercial:
 - a. Air Conditioning and Heating
 - b. Electric – pertaining to HVAC, ie control wiring
 - c. Plumbing- pertaining to HVAC
 - d. EPA Certification to reclaim & recharge HVAC equipment
7. Must have good manual dexterity and hand-eye coordination. Strong decision-making, problem-solving and analytical skills are helpful for troubleshooting maintenance issues and resolving emergencies and malfunctions on the job. In addition, proficiency in math, science and electrical wiring are beneficial
8. Ability to meet Essential Job Task requirements.
9. Ability to operate required power tools and or equipment including power washing equipment and other equipment deemed necessary for annual boiler cleaning
10. Basic computer knowledge, including entering WOID information from start up to completion.
11. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Maintenance foreman, Superintendent and or his/her designee

JOB GOAL: To provide a safe and comfortable educational environment compliant with district, state, and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by Maintenance foreman and Superintendent and or his/her designee.
2. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97 and adherence to all district policies.
3. Shall perform all duties in the most efficient manner possible and cooperate with any/all facilities supervisors and co-workers in the interest of the school system.
4. Shall wear uniform and badge provided by the Board of Education.

5. Repairing and maintaining equipment so that it operates according to the building's safety and training procedures.
6. Shall perform duties assigned but not limited to:
 - a. Change filters
 - b. Perform HVAC repairs within varying types of weather conditions, including hot, cold, wet-lightning or other weather alerting conditions, excluded
 - c. Install all types of HVAC equipment and systems
 - 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 when feasible
 - h. Demonstrate the ability to safely isolate HVAC electrical circuits
 - i. Maintenance of air conditioning and heating apparatus
 - j. Power-washing and /or equipment cleaning as appropriate
 - k. Plumbing as pertains to emergency repair of system
 - l. Painting or other method of identification of systems
 - m. Demolition and equipment removal
 - n. Masonry- as pertaining to HVAC
 - o. Electrical- as pertaining to HVAC
 - p. Lay out job assigned and completed same in a professional manner
7. Work with Head Custodians in schools to demonstrate systems as requested.
8. Perform any other tasks assigned by the Superintendent and or his/her designee including work with departments within the Maintenance Department
9. Perform any other tasks assigned by the Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.
10. Assists with snow operations within winter months as necessary

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Adopted by: Toms River Regional Schools

Date:

Revision: February 21, 2018