

## **DELRAN TOWNSHIP SCHOOL DISTRICT**

### **HVAC Technician Position**

Reports to: Supervisor of Buildings and Grounds

Perform general labor inside and outside the physical plant and help maintain the plant in a condition of operating excellence so that full educational use of it may be made at all times.

- Repairs and maintains gas, hot water, steam and oil boilers and hot air furnace.
- Maintains all safety and code requirements of the state, local and BOE guidelines.
- Repairs and maintains all types of air conditioning and refrigeration units.
- Rebuilds and repacks burned out boiler fire boxes.
- Repairs and maintains air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment.
- Understands and applies basic electricity theory OHMS Law and its applications.
- Has been schooled in HVAC controls. Can troubleshoot, repair and diagnose control problems.
- Monitors and coordinates control panels and thermostats of all systems to maintain standard working temperature. Understands pneumatic controls, EP switches and actuators.
- Performs regular preventive maintenance and boiler water treatment programs for all heating and air conditioning equipment if required.
- May be required to be on 24 hour call.
- Must be able to work in a collaborative environment to do systematic repairs without affecting the educational environment.
- Must be able to operate vehicles with snowplows, sand & salt spreaders.
- Must have a working knowledge of repairing and maintaining various small engine driven equipment
- Must be proficient at identifying, diagnosing and planning methods of repairing problems that occur in a school environment.
- Must possess a valid New Jersey Drivers license.
- Must possess a Black Seal License.
- Accurately orders and accounts for material and labor relation to assignments.

- Can use a Laptop computer in conjunction with various control software to adjust equipment programs and repair equipment parameters of operation.
- Emergency snow removal and graduation coverage are mandatory requirements and will be scheduled as they occur.
- All other duties as assigned by your immediate Manager and/or Superintendent.

#### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION:

High school diploma or general education degree (GED).

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

#### MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with a good driving record. Low Pressure Boiler License.

#### OTHER SKILLS AND ABILITIES:

Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 lbs. such as motors. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Twelve month position with salary and benefits established via the negotiated agreement. The information contained in this job description is for compliance with the American with Disabilities Act (A. D.A.) and is not an exhaustive list of the duties performed for this position.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**APPROVED BY THE BOARD OF EDUCATION: February 13, 2012**