CHERRY HILL PUBLIC SCHOOLS
JOB DESCRIPTION

JOB TITLE: **HVAC/R Controls Lead**

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements sited below are representative of the knowledge, skill, and/or ability required.

1. Must possess a High School Diploma.
2. Five (5) years of commercial HVAC/R service and controls experience.
3. Required technical training programs in at least three of the following areas: Chillers, cooling towers, boilers, furnaces, heat pumps, split a/c systems, electronic/pneumatic controls and refrigeration and air conditioning equipment.
4. Possess a Certificate in Building Automation Systems (BAS) or other DDC training certification of building systems obtained through a vocational school program or a union training program.
5. Must be able to communicate effective with District employees and outside vendors.
6. Ability to understand and carry out oral and written directions and assignments and work with minimum supervision.
7. Must possess and maintain a valid New Jersey motor vehicle license.
8. Has a NJ Environmental Protection/Chlorofluorocarbon Universal license.
9. Possess a Black Seal License or be able to obtain one within 2 years.
10. Advance knowledge in troubleshooting and repairing HVAC/R systems.
11. Advance mechanical skills and ability to read and understand blueprints and schematics.
12. Knowledge of various types of refrigerants and have the ability to interpret internal system pressure including refrigerant recovery equipment and vacuum pump.
13. Knowledge of interconnecting piping systems in hot water heating systems, boilers, boiler water treatment, pumps, motorized actuating valves, unit ventilators, chill water air conditioning systems, water towers, high pressure refrigerant lines and sewer and storm drain systems.
14. Advanced knowledge of HVAC/R systems and component level diagnostic skills.
15. Operating knowledge of computer and keyboarding skills, direct digital controls (DDC), computer control systems and pneumatic/electrical control interface systems.
16. Experience with basic hand tools and specialized HVAC/R tools, including analog and digital meters, specialized electronic devices and computerized air quality meters.
17. Demonstrated detail orientation and ability to multi-task.
18. Exceptional customer service orientation, including ability to establish and maintain successful relationships with the educational community; maintains confidentially as required and appropriate.
19. Strong computer skills, including working knowledge of computer system, database software, internet software, spreadsheet software, word processing software and email, including computer based work order program (e.g., School Dude).
20. Must have excellent integrity and demonstrate good moral character and initiative.
21. Background free from criminal activities (as verified by criminal history check required by New Jersey Department of Education).

REPORTS TO: Assistant Manager of Maintenance and/or Director of Facilities

EVALUATION: In accordance with the State of New Jersey requirements and policies and procedures as approved by the Cherry Hill Board of Education.

TERMS OF EMPLOYMENT: Twelve (12) months unless specified otherwise in the employment contract.

SUMMARY: Responsible for overseeing that all building control systems are operating within manufacturers design parameters in order to maintain and repair all district heating, ventilation, air conditioning and refrigeration (HVAC/R) equipment. Specific duties include but not limited to repairing, rebuilding and replacing motors, bearings, heat exchangers, air conditioning compressors, condensers, heating boilers and controls, pumps, package and split a/c systems, terminal heating units, cooling towers, chillers and automatic controls in HVAC/R systems including assisting in a preventive maintenance program of all equipment to maintain a safe, healthy and learning environment for students, staff and the Public at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned at any time.

1. Analyze, troubleshoot, inspect and verify the proper and safe operation of all system controls using district main DDC control center. As such, should be able to repair, rebuild, adjust and replace mechanical equipment, but not limited to bearing, motors, heat exchangers, boilers, pumps, ventilation and air conditioning, compressor, condensers, exhaust fans, hot water systems, automatic temperature controls, chillers, cooling towers, water and pneumatic valves, humidity control units, coolers, refrigeration components, freezers and kitchen heating equipment include exhaust hoods.
2. Must be able to work on pneumatic, electric and pneumatic and direct digital control systems. Query and monitor control systems as they relate to energy management and preventive maintenance operations. Knowledgeable with Honeywell, ECCOTROL and Johnson Controls DDC or similar type systems.
3. Inspect and verify and modify as needed the operation and safety of all heating and cooling systems on site or utilizing the district's central front end DDC station or work directly on site using a district laptop to correct and reprogram operating systems..
4. Repair and maintain all line voltage, equipment voltage and control voltages.
5. Monitors the controls of all systems and performs regularly scheduled maintenance on HVAC/R Systems.
6. Demonstrate critical thinking and problem solving skills. Communicate, interact and work effectively and cooperatively.
7. Recognize the importance of safety in the workplace and comply with Public Employee Occupational Safety and Health Act (PEOSHA) regulations and practice safe working habits.
8. Utilize appropriate safety equipment and report unsafe conditions to immediate supervisor.
9. Is capable to cross-train other Maintenance staff to assist in HVAC/R equipment.
10. Working hours are from 6:30 am to 3:00 pm, Monday through Friday or Tuesday through Saturday and is available to work on emergencies on evenings, weekends and holidays.

11. Maintains and continually improves personal knowledge and skills related to effective instructional strategies. Participates in building and/or district level professional development committee meetings as requested.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: walking, sitting, standing, reaching, pulling and/or pushing, carrying, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. 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.

WORK ENVIRONMENT: (must be on all job descriptions)

Work is performed in a normal Facilities department setting with some exposure to health or safety hazards. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the school environment is usually moderate.

BOE Approved – 3/25/14