



# NEW BRUNSWICK PUBLIC SCHOOLS

## JOB DESCRIPTION

### MAINTENANCE (HVAC)

#### REPORTS TO:

Director Facilities, Design and Construction and/or Manager of Building and Grounds

#### SALARY GRADE:

As per NBEA contract

#### NATURE AND SCOPE OF JOB:

The HVAC Maintenance position provides preventative care and repairs for HVAC systems. They repair and maintain refrigerator and electrical systems and their components, as well as troubleshoot electrical systems and work with schematics for their work locations.

#### JOB QUALIFICATIONS:

- Trade or Vocational School education, plus minimum of 3 years journeyman trade experience installing, operating, maintaining, troubleshooting and repairing gas and LP water and steam boilers and water heaters, chillers, HVAC mechanical distribution, controls (electrical and pneumatic) vacuum systems, and hydraulic systems.
- Must have an Apprentice License and EPA Certification and at least six (6) years of trade-related work experience or any similar combination of education and experience.
- NJ Boilers License and CFC Certification.
- Ability to read and interpret system and equipment plans, specifications, operating manuals.
- Basic computer skills including e-mail and data entry using Microsoft Office, Word, & Excel.
- Ability to climb ladders, reach, and lift up to 75 lbs; move equipment & tools.
- Strong verbal, written, computer communication and organization skills.
- Valid Drivers' License issued by state of residence and in good standing
- Community and residential experience preferred.

#### ESSENTIAL JOB FUNCTIONS:

- Understanding of advanced principles of air conditioning, refrigeration and heating cycles.
- Proficient in balancing air and water treatment systems in line with HVAC protocols.
- Perform and apply understanding of electron theory, how electricity travels, AC and DC currents, single phase and three phase circuits, and series and parallel circuits.
- Ability to read advanced wiring diagrams. Knowledge of Ohms Law.
- Use multimeters to read voltage, current and resistance values. Troubleshoot advanced electrical circuits.
- Operates and manages multiple HVAC systems and understands how each system compliments one another and how that impacts the overall operations of the system as a whole.
- Install, repair and provide maintenance to a variety of equipment.
- Manage daily operations, maintenance, inspection, and repair, including daily logs, preventive maintenance tasks, and reporting requirements.
- Demonstrate knowledge of various trades: carpentry, electricity, masonry, plumbing, small engine repairs, grounds equipment and snow equipment.
- Coordinate, schedule, and participate with subcontractors in equipment service work, inspections, and overhaul activities as required.
- Ensure compliance with school district, industry, and regulatory safety, standards, and protocols.
- Provide on call support response and work on a varied schedule.

**DATE REVISED: 3/29/22**



# NEW BRUNSWICK PUBLIC SCHOOLS

## JOB DESCRIPTION

- Perform other duties as required.

### **WORK ENVIRONMENT:**

This job operates in a standard office and school building environment.

### **PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to climb ladders, reach and lift up to 75 lbs; move equipment and tools.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**DATE REVISED: 3/29/22**