



Learning and Leading for Tomorrow

Administration Offices and Board of Education

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Greg T. Roberts
Director of Human Resources

JOB POSTING
December 18, 2025

JOB TITLE: **Licensed HVAC Technician / Contractor**

JOB SUMMARY: This HVAC Technician is responsible for the physical and mechanical maintenance of the district's buildings. He/she is responsible for implementing a preventative maintenance program.

MINIMAL QUALIFICATIONS:

- High school diploma or equivalent required.
- Three (3) years of experience in school district maintenance is preferred.
- Mechanical Contractor's License or Mechanical Journeyman License preferred.
- Universal Certification (Type I, II & III) preferred.
- Knowledge with Boiler systems.
- Proficiency with Building Automation Systems (BAS).
- Valid State Vehicle Operator's License with a clean driving record.
- Strong interpersonal skills and sound judgment for working effectively with district staff.
- Ability to work independently and maintain productivity.
- Ability to work collaboratively as part of a team.
- Satisfactory attendance and job performance record.

MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- May include, but are not limited to:
- Provide 24-hour care and support for district facilities.
- Complete HVAC-related work orders as assigned.
- Ensure compliance with State mandates for building maintenance.
- Advise on and recommend energy-saving strategies.
- Perform tasks requiring bending, lifting, and overhead work.
- Carry out additional duties as assigned by supervisors.
- This job description outlines essential functions, general duties, and core requirements but is not an exhaustive list.
- Management reserves the right to modify or assign additional responsibilities at any time.

BUILDING:	Woodhaven-Brownstown School District
WORK YEAR:	2025 – 2026 School Year
SALARY:	\$25.00 – \$40.00 per hour (Compensation based on qualifications and experience)
TERMS OF EMPLOYMENT:	<i>This position is employed through Edustaff</i> In accordance with Section 1230g of the Revised School Code, all prospective school employees must undergo electronic fingerprinting for a criminal history background check. Fingerprinting is conducted by a third-party vendor at the applicant's expense (approximately \$70).
DEADLINE:	Until filled

Candidates are invited to respond to this posting by submitting a **letter of interest and resume** online at <https://www.applitrack.com/resu/OnlineApp/default.aspx?choosedistrict=true&applitrackclient=1160>

cc: Administrators

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the: Office of the Superintendent, 24821 Hall Rd., Woodhaven, MI 48183, 734-789-2357.