

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business/ Operations**

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**TITLE: HVAC Technician**

**QUALIFICATIONS:**

1. Valid New Jersey driver's license.
2. Active New Jersey state-issued HVAC journeyman or masters HVAC license.
3. High school diploma or G.E.D. Certificate.
4. 3 years of documentable HVAC journeyman level operation, maintenance and repair experience in the HVAC and refrigeration trade.
5. Completion of an accredited HVAC program with at least 3-5 years on the job training.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3- 4A-4.
10. Knowledge of facility operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
12. Have excellent integrity and demonstrate good moral character and initiative.
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Coordinator of Facility Department Daily Operations and/or Designee

**JOB GOAL:** Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment.

**PERFORMANCE RESPONSIBILITIES:**

1. Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
2. Conduct regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air-conditioning equipment, and make necessary adjustments to computer equipment.
3. Repair or replace defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchanges, high limit controls, pressure controls, safety valves, and automatic gas valves, low voltage electrical wiring.
4. Operate a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade and a motor vehicle; maintain equipment in effective and safe working condition; maintain parts and tool inventory.
5. Repair and rebuild semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.

## HVAC TECHNICIAN (continued)

6. Perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed; connect motors to control panels.
7. Test and examine boiler operations, observing meter and pressure gauges; conduct boiler water quality test and treatment; adjust boiler burner combustion.
8. Lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment.
9. Install and calibrate systems; install copper tubing and repair pipes and tubing as necessary; test joints and insulate pipes of refrigeration and air conditioning systems; flush boilers, descale tubing; rebuild pressure and temperature safety valves and water pumps.
10. Install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
11. Maintain related records concerning time, labor and materials; maintain log of tasks performed and write reports as required.
12. Maintain regular attendance.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

1. Standard practices of the HVAC and refrigeration trade.
2. Theory of HVAC and refrigeration systems.
3. Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
4. Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers.
5. Air compressors and pneumatic controls.
6. Cooling tower and boiler water treatment.
7. Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
8. Welding and soldering techniques.
9. Health and safety regulations
10. Basic record-keeping techniques.
11. Proper methods of storing equipment, materials and supplies.

#### ABILITY TO:

1. Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning, and refrigeration systems and related equipment and facilities.
2. Calibrate systems.
3. Perform preventive maintenance and routine servicing of equipment.
4. Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
5. Follow oral and written instructions.
6. Operate specialized machinery, equipment, and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
7. Communicate effectively both orally and in writing.
8. Understand and follow oral and written directions.
9. Work cooperatively with others.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Routinely lift objects weighing up to 70 pounds.
13. Lift heavy objects.

#### Physical Demands:

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.

## HVAC TECHNICIAN (continued)

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, 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.

### Environmental Demands:

The environmental 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.

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

### Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

**TERMS OF EMPLOYMENT:** 12 month employee, salary and work year as set by the Board of Education

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: September 15, 2020

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A. 13:1E-99.11</u>	Mandatory statewide source separation and recycling of through 99.39 solid waste.
<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-41</u>	Rules and regulations governing janitorial employees
<u>N.J.S.A. 18A:36-3</u>	Display of flag
<u>N.J.S.A. 18A:41-1</u>	Fire drills
<u>N.J.S.A. 18A:41-2</u>	Fire and smoke doors closed
<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 6A:26</u>	Educational
facilities <u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12</u>	Operations and maintenance of facilities
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq.</u>	Source separation and recycling of solid waste
<u>N.J.A.C. 12:100-4.2</u>	

Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.