

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Maintenance Tool Person – HVAC/Boiler Technician

**II. PRIMARY FUNCTION**

Repair all HVAC units and boilers

**III. REPORTS TO**

Facility Manager – Maintenance

**IV. QUALIFICATIONS**

- Must have at least five years of experience repairing HVAC units and boilers
- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Ability to read, write and communicate effectively
- Graduate from an accredited technical institute for HVAC technicians
- Passed courses on low pressure boiler maintenance
- Must possess a Black Seal Boiler's License
- Experienced in refrigeration service
- Good work record
- Valid NJ driver's license
- Ability to operate equipment
- Ability to lift at least 50 pounds
- Good physical health and ability to perform assigned tasks
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Oversee boiler cleaning
- Module replacement
- Fire eye repairs and replacement
- Gas valve repair or replacement
- Recommend and oversee stack replacement
- Safety valve replacement
- Recommend and oversee tube replacement
- Recommend and oversee welding on boilers
- Oversee water treatment program
- Install, maintain and troubleshoot all types of air conditioning, refrigeration and heating systems
- Repair and replace pneumatic and electronic controls
- Utilize test and measuring equipment to diagnose system malfunctions
- Assist all other maintenance personnel, when necessary
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Salary and schedule in accordance with the provisions of the BOE/EPSCMA contract

/ib  
Job Description/Section VI MAINTENANCE TOOL PERSON – HVAC-BOILER TECHNICIAN

~~APPROVED: November 22, 2010~~  
APPROVED: March 28, 2011