

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS
4227 Heating, Ventilation and Air Conditioning
Mechanic

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REVISED

JOB TITLE: HEATING, VENTILATION AND AIR CONDITIONING MECHANIC

REPORTS TO: Executive Director of Facilities, Maintenance and Custodial Services or designee

NATURE AND SCOPE OF JOB:

The Heating, Ventilation and Air Conditioning Mechanic works under direction and maintains and repairs heating, ventilating, and air conditioning equipment.

QUALIFICATIONS:

The Heating, Ventilation and Air Conditioning Mechanic shall:

1. Hold a high school diploma or equivalent.
2. Have three years of experience in work involving the maintenance and repair of heating, ventilating, and air conditioning equipment.
3. Possess a valid Air Conditioning and Refrigeration Technician Certification of the appropriate level, commensurate with the type of equipment serviced, issued under the authority of the Federal Environmental Protection Agency.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. 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.
9. 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

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statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

10. 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.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Heating, Ventilation and Air Conditioning Mechanic shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Heating, Ventilation and Air Conditioning Mechanic shall:

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1. Maintain, repair, assemble, and install condensers, compressors, motors, heat exchangers, heat pumps, stationary boilers, cooling towers, and other units of heating, ventilating, and air conditioning equipment.
2. Assemble and connect pipes and ducts used in piping refrigerants, steam, hot water, and warm or conditioned air
3. Must be familiar with and able to manipulate open architecture and proprietary building management system.
4. Overhaul and repair pumps, compressors, controls, piping, ducts, and other equipment used in heating, ventilating, and air conditioning systems.
5. Calibrate thermostats.
6. Check the operation of the water-cooling tower and drains water lines when switching from air conditioning to heating.
7. Keep records and files.
8. Use the principles of refrigeration cycles and temperature measurement in repairing and maintaining air conditioning equipment.
9. Repair and maintain a variety of refrigeration units systems.
10. Use standard tools, materials, methods, and practices involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
11. Protect against occupational hazards and safety precautions involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
12. Organize assigned work and develop effective work methods.
13. Take needed safety precautions in performing the work.
14. Take care of tools, equipment, materials, and supplies.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

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17. Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
18. Participate in appropriate in-service and workshop programs and attend any required meetings.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
20. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

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. Frequently lift to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work indoor and outdoor from ladders or scaffolding at heights over ten (10) feet and on building roofs.
3. Sit, stand and walk for required periods of time.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

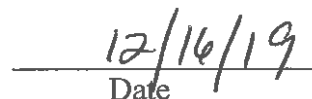
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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.

EVALUATION:

The Director of Facilities, Maintenance and Custodial Services or designee shall evaluate the Heating and Air Conditioning Mechanic in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date