

JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

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JOB TITLE: Heating Specialist

REPORTS TO: Director of Energy and Project Control

NATURE AND SCOPE OF JOB:

The Heating Specialist shall provide technical assistance and advice to all personnel engaged in the performance of a variety of tasks involved in the operation, repair, and maintenance of heating and HVAC systems throughout the school district; does other duties as required. Employees in this job coordinate and direct the Heat and HVAC work of subordinate staff operating in district buildings. The work requires knowledge of the Heating principles, supervisory techniques, personnel policies, and procedures.

QUALIFICATIONS:

The Heating Specialist Shall:

1. Hold a Blue Seal License
 2. Have high school diploma or equivalent training experience.
 3. Have a minimum of (5) years experience in work involving the operation, repair, and maintenance of heating systems of 500 Horsepower or larger.
 4. Hold and maintain a valid driver's license with no serious violations.
 5. Knowledge of standard tools, materials, methods, practices involved in general maintenance of low pressure boilers, automatic heating systems.
 6. Knowledge of occupational hazards and safety precautions.
 7. Have excellent integrity and demonstrate good moral character and initiative.
 8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
 9. Ability to read, write, speak, understand, and communicate in English, sufficiently to perform duties of this position.
 10. Investigates complaints and takes action to make repairs with minimal delays.
 11. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
 12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar. And vocabulary.
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13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal form I-9 in compliance with the Immigration Reform 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. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 1201 and in accordance with N.J.A.C. 6:3-4A-4.
16. Pass the state required Mantoux Intradermal Tuberculin Test as by required by N.J.A.C. 6:3-4A-4.
17. Meet such alternatives to the above qualifications as the Executive Director 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 or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Employment interview and practical tests may be applicable.
5. Professional licensure in a specific trade or equal at the Executive Directors discretion.

EMPLOYMENT TERMS:

The Heating Specialist 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 all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).
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JOB FUNCTIONS AND RESPONSIBILITIES:

The Heating Specialist responsibilities will include, but not be limited to the following:

1. Inspects, analyzes, and offers advice on the proper and effective use of heating system facilities, personnel, materials, and supplies.
 2. Estimates amounts of materials and equipment needed for various types of heating systems.
 3. Ability to give advice and assistance.
 4. Ability to prepare reports and maintain records.
 5. Use computers and/or electronic equipment to fulfill job functions.
 6. Maintains high and low pressure piping.
 7. Knowledge of principles and theories of refrigeration cycles and temperature measurement.
 8. Knowledge of the concentration and operation of a variety of refrigeration
 9. Inspects, analyzes, and offers advice on installation and repair of steam equipment, repair to steam lines, pumps, air, and water lines, and hot water and refrigerating systems.
 10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
 11. Participate in appropriate in-service and workshop programs and attend any required meetings.
 12. Protect confidentiality of records and information gained as part of exercising professional duties, and use discretion when sharing any such information within legal confines.
 13. Adhere to federal statutes and regulations, New jersey law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
 14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Executive Director Of Facilities, and not otherwise prohibited by law or regulation.
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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.
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.

EVALUATION

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The Director of Energy and Project Control shall evaluate the Heating Specialist in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

10-02-17
Date