



# CAMDEN CITY SCHOOL DISTRICT

## Heating-Ventilation-Air Conditioning (HVAC) Technician

The Superintendent invites qualified and interested persons to apply for the position of **HVAC Technician**.

The Camden City School District is in the midst of a transformative period marked by progress. Since 2012, the graduation rate has increased from 49 percent to 66 percent while the dropout rate has decreased from 21 percent to 11 percent. Across all District schools, staff are focused on providing the appropriate supports to students to ensure they are successful. In the past few years, this focus has included a shift toward restorative practices and trauma-informed care, which has led to declining suspension rates and increased attention on school climate and culture.

### **JOB OVERVIEW:**

The Office of Facilities will support the vision for Camden City School District by ensuring that students' school environments are conducive to and facilitate student learning. Reporting to the Facilities Manager, Maintenance, the **HVAC Technician** is responsible for maintaining and repairing all district heating, ventilation, air conditioning and refrigeration (HVAC/R) equipment. Specific duties include repairing, rebuilding, and replacing bearings, motors, heat exchangers, air conditioning compressors, heating boilers, ventilation and air conditioning systems, air filters.

### **REQUIREMENTS AND QUALIFICATIONS:**

#### *MINIMUM QUALIFICATIONS:*

- High School Diploma or equivalent
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status
- Knowledge of basic regulations governing safety relating to the mechanics/maintenance craft
- Ability to perform tasks relating to other industry trades preferred (i.e. electrical, plumbing, carpentry, etc.).
- Ability to effectively interact and communicate with internal and external individuals
- Remain in compliance with current National Building Code
- Read and utilize blueprints, HVAC diagrams, and manufacturer's installation manuals to complete assigned projects
- Required technical training in at least two of the following areas, chillers, cooling towers, boilers, furnaces, refrigeration and air conditioning equipment
- Five (5) years of experience in HVAC service and repairs
- Valid New Jersey Driver's License
- Required- Environmental Protection Agency (E. P. A.)/Chlorofluorocarbon (C.F.C.) Universal license
- Possess a Certificate in Building Automation Systems (B.A.S.) or must obtain one within two (2) years of employment
- Possess a Black Seal License or must obtain one within two (2) years of employment
- Advanced knowledge troubleshooting and repair on HVAC/R systems
- Advanced mechanical skills and ability to read and understand blueprints and schematics
- Knowledge of refrigerants and ability to interpret internal system pressure including refrigerant recovery equipment and vacuum pump
- Advanced knowledge of HVAC/R systems and component level diagnostic skills
- Operating knowledge of computer and keyboarding skills, digital direct controls (DDC) controls, computer control systems and pneumatic controlled systems
- Focused on safety and security of District staff and students a must
- Experience with typical office equipment, such as telephones, copier, fax machine, E-mail

- Experience with basic hand tools and other specialized HVAC/R tools, including analog and digital meters; computerized air quality meters

## **ROLE & RESPONSIBILITIES**

Major responsibilities of the role include, but are not limited to:

- Expedite all work orders assigned in accordance with directions provided by Facilities Manager
- Keep records on all projects in a manner set up by the Facilities Manager and maintain accounting records properly
- Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchangers, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods
- Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations
- Inspect and verify the operation and safety of all heating boilers, rooftop/package units, air handling units and ventilation systems
- Repair and maintain all line voltage, equipment voltage and control voltages. Respond to emergencies in building
- Performs regularly scheduled maintenance on HVAC/R System
- Demonstrate critical thinking and problem solving skills
- Communicate, interact and work effectively and cooperatively
- Recognize the importance of safety in the workplace, including Public Employee Occupational Safety and Health Act (PEOSHA) regulations, practice safe work habits
- Utilize appropriate safety equipment and report unsafe conditions the appropriate administrator
- Perform other duties as may be assigned by supervisor(s)
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices
- Be available when called upon by the Supervisor or Central Administrators after the regular work day
- Will be required to support projects and initiatives in other departments throughout CCSD on an as-needed basis
- Other duties as assigned by the Supervisor or Supervisor's designee

## **PHYSICAL REQUIREMENTS**

- Frequently moves items weighing up to 50 pounds to pack, load, and deliver orders; exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects
- Frequently lifts items weighing up to 50 pounds, including raising objects from a lower to a higher position or moving objects horizontally from position to position
- Frequently bends and twists holding items weighing up to 50 pounds
- Climbing/balancing – maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
- Stooping – bending body downward and forward by bending spine at the waist
- Crouching – bending body downward and forward by bending leg and spine
- Reaching – extending hand(s) and arm(s) in any direction
- Subject to atmospheric conditions including fumes, odors, dusts, mists, gases, or poor ventilation
- Subject to extreme temperatures (temperatures below 32 degrees or above 100 degrees for periods of more than one hour, which may be exacerbated by wind and/or humidity)

## **CORE VALUES**

We are seeking individuals who will exemplify the District's core values:

### **Respect and Humility**

We serve our community by recognizing the strengths, experiences, and perspectives of others. We humbly recognize our own limitations and incorporate lessons we gain from our reflective practice.

### **Evidence-based**

We use evidence to inform decisions and to ensure that we are accountable to our students and families.

### **Communication & Collaboration**

We communicate openly and work collaboratively, recognizing that getting to the best possible decisions requires input from others. Honest communications build trust and establish a community that assumes best intentions.

### **Solutions-oriented**

With respect for the complexity of this work and the history that precedes us, we focus on persistence, resourcefulness, and inclusiveness to drive toward solutions.

## **REPORTS TO & EVALUATED BY**

- Facilities Manager, Maintenance

## **SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION**

### *Salary Range:*

- Competitive salary and compensation package

### *Employment Period*

- Twelve months, non-tenureable position

### *Union Affiliation*

- Not affiliated

**(Pending availability of funds and State Superintendent's approval)**

**THE CAMDEN CITY SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**