

**Collingswood Schools is searching for a Lead HVAC/Boiler Mechanic.**

**Salary negotiable based on experience.**

**Applicants can apply at the following link:**

**<https://www.applitrack.com/collingswood/onlineapp/default.aspx>**

## **Job description**

**Maintenance Staff – Classifications C and D**

**Salary based on years of experience**

**QUALIFICATIONS:** 1. Demonstrate aptitude and competency to fulfill performance responsibilities. a. **Classification C:** Demonstrate proficiency in at least one and a working knowledge in all of the following areas: electrical, plumbing, HVAC and carpentry. Demonstrate ability to follow directions and work with a minimum of supervision. b. **Classification D:** Demonstrate proficiency in at least three of the following areas: electrical, plumbing, HVAC, carpentry, tile setting and laying, roofing, painting, cutting and welding, masonry and concrete work, **state pesticide license category 13**. Demonstrate ability to work independently and lead a work crew.

2. Acquire, within a time specified at hiring, and maintain a black seal license and any other licenses or certifications specified by the board of education. a. **Classification D:** Possess and maintain a valid black seal boiler license and a valid license or certificate in one of the following trades: electrical, plumbing, HVAC and carpentry.

3. Possess and maintain a valid New Jersey driver license.

4. Possess and maintain the physical ability to perform the minimum job functions of this position with reasonable accommodations.

5. Pass a Criminal History Review under the provision of P.L. 1986, C116.

6. Pass a physical examination in accordance with statute and board policy.

7. Such additions and alternatives to the above qualifications as the

Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Buildings and Grounds

**JOB GOAL:** To maintain the district's buildings, grounds, machinery, equipment and furnishings in a condition of operating excellence, cleanliness and safety so that

maximum effectiveness and efficiency may be realized for educational, recreational and community use.

### **PERFORMANCE RESPONSIBILITIES:**

Regularly inspect all control, electrical, mechanical, HVAC and plumbing systems and other major equipment and motors to determine if they are operating properly.

Install, service, adjust, repair and perform regularly scheduled preventive maintenance on all control, electrical, mechanical, HVAC and plumbing systems and other major equipment and motors.

1. Operate the boilers and hot water distribution systems including maintenance, cleaning, firing and shut down as needed.
2. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
3. Maintain and repair clock, fire alarm, intrusion alarm, communication and public address systems.
4. Install, adjust, repair and replace all doors, windows, lockers and related hardware.
5. Remodel and renovate facilities, paint, install glazing, performs emergency repairs and other maintenance tasks as assigned.
6. Perform plumbing, electrical, carpentry and masonry tasks as assigned.
7. Complete work orders and projects as assigned in a courteous, workmanlike manner with minimal interference with school programs.
8. Move furniture, equipment and supplies and assist with set up and take down as needed for various activities.
9. Maintain work areas in a neat, clean and secure manner with sufficient supply of materials and equipment to complete assigned tasks efficiently.
10. Report incidents of vandalism, damage and repair needs immediately to the Supervisor of Buildings and Grounds.
11. Assist with snow removal and other emergencies as directed by the Supervisor of Buildings and Grounds or Foreman.
12. Attend training sessions with the approval of the Supervisor of Buildings and Grounds to maintain or increase competency in areas of responsibility.

13. Be capable to assist the Director of Building & Grounds with job planning and material ordering in all listed trades.

14. Has ability to lead others when assigned to work with a crew.

15. Conducts himself in courteous, workman-like manner, making every effort to complete his assigned job with the least amount of interference with the school program as possible.

16. Works with minimum supervision when completing assignments.

17. Perform such duties as may be assigned by the Director of Buildings & Grounds, including assignments due to emergencies.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary established by Board in accordance with negotiated unit agreement.

**EVALUATION:** Job performance will be evaluated in accordance with the provisions of the

Board's policy on Evaluation of Support Staff Personnel and the negotiated unit agreement.

**Approved by:** Board of Education