

**PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY**

Office of the Superintendent of Schools

May 22, 2023

PLEASE POST

- Position:*** **FULL-TIME MAINTENANCE WORKER, SKILLED (HVAC)**
District-wide

Job ID: 1751
- Effective Dates:*** June 20, 2023 for the 2022-2023 school year and 2023-2024 school year
- Employment Terms:*** 12 Months; full-time position
Eligible for medical, dental, vision, prescription benefits
- Reports To:*** Director of Buildings & Grounds/Principal and/or Building Supervisor/Head Custodian
- Job Goal(s):*** To assist in the general maintenance program of the district including plumbing, mechanical, heating and air conditioning, carpentry, electrical, masonry and general repairs necessary to maintaining the physical school plant and grounds in excellent operating conditions.
- Qualifications:***
1. Possession of a high school diploma or general equivalency diploma (GED)
 2. Five years of experience as a skilled HVAC technician or, or an equivalent combination of HVAC education and experience sufficient to successfully perform the essential duties of the position.
 3. Knowledge of methods, procedures, materials and equipment used in building HVAC systems maintenance work.
 4. Certification of good health signed by a licensed physician.
 5. Sufficient strength, agility and dexterity to perform required tasks.
 6. Must be able to follow safety procedures and precautions due to physical tasks. (This role may have physical demands including, but not limited to lifting, bending, kneeling, pushing, pulling and or/extending walking and standing. This role may also require uniforms and/or usage of (PPE) Personal Protective Equipment)
 7. Must be able to lift 50lbs.
 8. Must be able to climb ladders for interior work and roof hatches or extension ladders to gain access to exterior HVAC equipment on roofs.
 9. Demonstrates interpersonal & communication skills, written & verbally.
 10. Exhibit a personality that demonstrates interpersonal skills to relate well with students, teachers, staff, administration, parents and the community.
 11. Must possess and maintain a current valid New Jersey driver's license and a satisfactory driving record.
 12. Required criminal background check and fingerprint.
 13. EPA certification for refrigerant.
 14. Must be familiar with various HVAC equipment manufacturers.
 15. Low pressure Black Seal Boiler License preferred.
 16. Requirement to possess NJ Black Seal Low Pressure Boiler Operators License within 24 months of hire date.

***Performance
Responsibilities:***

1. Plans, schedules, coordinates and completes HVAC work orders, projects and assignments to include minor construction, alteration, repair and installation of HVAC systems including electronic and mechanical components, ductwork, associated controls, valves and piping systems for hot water and steam systems throughout the district using oral instructions, architectural/engineering drawings and schematics and work orders.
2. Selects appropriate material, parts and hardware and makes time and material estimates.
3. Monitors the status of all assigned HVAC work order requests submitted to Building Services for HVAC support or services.
4. Notifies the Maintenance Coordinator, supervisor or director of any HVAC issues or problems which cannot be successfully completed.
5. Communicates and coordinates with immediate supervisor and other maintenance employees to schedule and accomplish routine, emergency and priority requests for HVAC support or services.
6. Responds to emergency calls as needed. Assists other maintenance trade areas as needed or directed by supervisors, coordinators or administrators.
7. Observes safety and security procedures; reports any unsafe conditions in the work area to your immediate supervisor immediately.
8. Serve as an essential worker during snow and emergency weather or power outage conditions.
9. To perform all HVAC work in accordance with local, state and federal building codes and compliance requirements.
10. Performs preventative maintenance on tools and equipment; uses ladders, scaffolds and personnel lifts.
11. Replaces air filters in equipment when necessary and cleans coils and air vents and HVAC equipment.
12. Maintains accurate records on work orders, materials and labor used to complete assignments.
13. To interface with a Building Automation System to view temperatures, air flow and HVAC equipment activity of District buildings.
14. To calibrate HVAC systems to achieve efficiency as well as per manufacturer specifications.
15. Must be familiar with air compressors and can install, rebuild, replace or repair fan coil units, univents, airdales, fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other HVAC equipment as necessary.
16. Maintains critical inventory needed to keep HVAC operations running; maintains and accounts for tools used.
17. Must maintain an assigned service vehicle with parts, tools & equipment needed to successfully complete emergency, corrective & preventive work orders.
18. Maintains a friendly, efficient and positive attitude toward students, teachers, staff, co-workers, principals, administrators, parents and Board members.
19. Perform any duties and responsibilities that are within the scope of employment as assigned by the Director of Buildings & Grounds

Salary: Placement on the salary guide, Paramus Public School Association of Custodian and Maintenance Workers (PPSACMW)

Application: Qualified individuals interested in applying are invited to apply online at:
<https://www.applitrack.com/paramus/onlineapp/default.aspx>

The final date for submitting applications for this position is June 5, 2023.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation

Requirements:

1. New Jersey resident or willingness to relocate
2. Controlled substance testing and successful completion of criminal history background check are required of all applicants offered employment.

**Job description is available for review on the district website, www.paramus.k12.nj.us, under Departments-
Human Resources & Employment- Job Descriptions-Building Operations-Maintenance
AA/EOE**