

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

**POSITION CODE: 9500
NONCERTIFIED**

TITLE: MAINTENANCE / HVAC

QUALIFICATIONS:

1. EPA Universal Technician Certification
2. Black Seal License
3. High School graduate or equivalent
4. Minimum experience as determined by the board
5. Ability and/or skill to perform new installation and maintenance in all aspects of the HVAC trade
6. Knowledge of plant operation and maintenance; proper handling of hazardous materials
7. Ability to read, write and communicate effectively
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Supervisor of Facilities

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of it may be made at all times, ensuring a safe, clean and comfortable school environment for all students, staff, and community.

PERFORMANCE RESPONSIBILITIES:

HVAC

1. Examines all school buildings on a regular basis for needed HVAC repairs, maintenance, and preventative maintenance and that of all related equipment.
2. Coordinate all HVAC supply orders with the maintenance staff at each building.
3. Repair both major and minor HVAC conditions as they occur in the district.
4. Install HVAC equipment as needed in accordance with all applicable laws and codes.
5. Ensure all HVAC systems are in proper working condition and work closely with outside vendors during inspections and service calls to ensure the same.
6. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.

Building Maintenance

1. Examines the school buildings on a regular basis for needed repairs and maintenance.
2. Keeps buildings and premises, including sidewalks, driveways, and play areas neat, clean and well maintained at all times, including snow removal, ice build-up prevention, tripping hazards, slipping hazards, signage, etc.
3. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Supervisor of Facilities, including but not limited to plumbing

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MAINTENANCE / HVAC (continued)

fixtures, minor electrical conditions, woodwork, masonry, carpentry, roofs, doors, windows, screens, etc. throughout the district.

4. Performs designated tasks as part of the Preventative Maintenance Plan of the school district.
5. Receives and completes work orders as assigned.
6. Respond to emergency calls when needed.
7. Prepare surfaces and paint as needed.
8. Assembly of equipment, such as bookcases, shelves, etc..
9. Maintain and inventory all district owned tools, equipment, and materials.
10. Perform general maintenance of building and grounds equipment.
11. Maintain all courts, play areas, fences, and gates to ensure maxim safety for the students, staff and community.
12. Maintain all playground and athletic equipment according to the recognized standards.
13. Cut, weed, edge, and trim all lawns, trees, and shrubs.
14. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
15. Empty all trash and recycling receptacles as needed.
16. Resolves all unsafe conditions in the work area and immediately reports any conditions that are not able to be resolved to the supervisor.
17. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
18. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 13:1E-99.11</u>	Solid waste management
through 99.39	
<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees

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MAINTENANCE / HVAC (continued)

<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-3, -4</u>	Tenure of janitorial employees
<u>N.J.S.A. 18A:17-41</u>	Rules and regulations governing janitorial employees
<u>N.J.S.A. 18A:41-2</u>	Fire and smoke doors closed
<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 6A:26</u>	Educational facilities
See particularly:	
<u>N.J.A.C. 6A:26-12.1</u>	Facilities maintenance requirements
<u>N.J.A.C. 6A:26-20.1 et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq.</u>	Recycling rules
<u>N.J.A.C. 8:59-1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:90-8.1 et seq.</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.