



HADDONFIELD PUBLIC SCHOOLS

ONE LINCOLN AVENUE ~ HADDONFIELD, NJ 08033
TELEPHONE: 856-429-4130 EXT. 207 FAX: 856-354-2179

Vacancy Notice

TITLE: Skilled Mechanic Technician

QUALIFICATIONS:

1. Demonstrate aptitude and competence in fulfilling mechanical, electrical performance responsibilities.
2. Have or acquire, within a time specified at hiring, a Black Seal License, appropriate Freon/Refrigerant certification, and any other license or certifications specified by the Board of Education.
3. Possess and maintain the physical ability to perform minimum job functions of this position with reasonable accommodations.
4. Pass a Criminal History Review under the provision of P.L. 1986, C116.
5. Pass a physical examination in accordance with statute and board policy.
6. Valid New Jersey Driver's License.
7. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Electrical license or Journeyman certification preferred

REPORTS TO: Facilities Director

JOB GOAL: To maintain the school facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational use of them may be utilized at all times.

PERFORMANCE RESPONSIBILITIES:

1. Is competent in all trades and proficient in at least three of the following: carpentry, HVAC, plumbing, electrical, tile setting and laying, roofing, painting, cutting and welding masonry, concrete work, and grounds maintenance.
2. Operating a variety of equipment such as hand tools, lap top computers and diagnostic hardware to perform work.
3. Maintain and repair computerized electronic pneumatic and digital direct control devices related to HVAC and heat control, specifically Johnson Controls and Invensys systems.
4. Operating various measuring, diagnostic and testing instruments.
5. Inspects HVAC systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventative maintenance.
6. Requisition of materials and supplies from stockroom, calls vendors to discuss the need for parts and supplies and recommends purchases and suppliers.
7. Performs brazing, soldering, pipefitting, welding and fabrication.

JOB DESCRIPTION
SKILLED MAINTENANCE TECHNICIAN

continued

8. Has the ability to assist the Facilities Director with job planning and material ordering in all listed trades.
9. Has ability to lead others when assigned work with a crew.
10. Conducts themselves in a courteous, professional manner, making every effort to complete his assigned job with the least amount of interference with school program as possible.
11. Work with minimum supervision when completing assignments.
12. Perform such duties as may be assigned by the Facilities Director, including assignments due to emergencies.

EVALUATION:

Job performance will be evaluated in accordance with the provision of the Board's policy on Evaluation of Support Staff Personnel and the negotiated unit agreement.

TERM OF EMPLOYMENT:

1. 12 month year
2. Salary in accordance with negotiated unit contract.

BOE Approval Date: 4/20/2017