

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

- TITLE:** HVAC Mechanic  
(Heating, Ventilation, and Air Conditioning Mechanic)
- REPORTS TO:** Supervisor of Buildings and Grounds and or Maintenance  
Working Foreman
- QUALIFICATIONS:** Ability to read, write and communicate effectively  
High school diploma or equivalent training  
Black Seal License  
Valid New Jersey driver's license  
Good physical health and ability to perform assigned tasks  
Required criminal background check and proof of US citizenship or legal resident status  
Will be required to possess a valid Air Conditioning and Refrigeration Technician certification of appropriate level, commensurate with the type of equipment serviced, issued under the authority of the Federal Environmental Protection Agency
- JOB GOAL:** To be responsible for the ongoing maintenance and upkeep of all buildings

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains repairs, assembles, and installs condensers, compressors, motors, heat exchangers, heat pumps, stationary boilers, cooling towers, and other units of heating ventilation and air conditioning equipment.
2. Assembles and connects pipes and ducts used in piping refrigerant, steam, hot water, and/or conditioned air.
3. Overhauls and repairs pumps, compressors, controls, piping, ducts, and other equipment used in heating, ventilation, and air conditioning systems.
4. Calibrates thermostats.
5. Checks the operation of the water-cooling tower and drains water lines when switching from air conditioning to heating.
6. Keeps records and files.
7. Repairs, adjusts, and troubleshoots all heating (boiler) problems.
8. Any maintenance problem deemed necessary by the Supervisor of Buildings & Grounds.

HVAC Mechanic (continued)

9. Knowledge of principles and theories of refrigeration cycles and temperature measurement.
10. Knowledge of the concentration and operation of a variety of refrigeration unit systems.
11. Knowledge of standard tools, materials, methods, and practices involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
12. Ability to organize assigned work and develop effective work methods.
13. Ability to take needed safety precautions in performing the work.
14. Ability to take care of tools, equipment, materials, and supplies.
15. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the District.
16. Must be able to read blueprints.
17. Maintains time and production records.

2/09

Approved: 5/12/09

JD/Maintenance