

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** **LEAD HVAC Mechanic /Technician**
(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 EPA License required Demonstrated responsibility in a broad range of professional HVAC industrial filed work experiences.
- JOB GOAL:** To be responsible for the ongoing maintenance and upkeep of all buildings heating, ventilation and air conditioning systems while directing the work of the HVAC Mechanical Staff.

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.

LEAD HVAC Mechanic / Technician – continued

9. Knowledge and Ability to troubleshoot and repair a wide range of HVAC equipment manufacturers including but not limited to Aaon, Aerco-Benchmark, Carrier, Cleaver- Brooks, H.B. Smith, Lennox, Munters, Quincy, Reznor, Ruud, Trane, Weil-McLain & York.
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 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 of all work-related HVAC projects.
18. In charge of placing orders for all HVAC related equipment, parts, and supplies.
19. Interface daily with in-house Licensed Electrician, Plumber, and Construction staff on interdisciplinary projects.
20. Recommend and seek contractor services for installations, maintenance, and repairs beyond the scope of in-house staff.
21. Respond to all HVAC related emergencies as communicated by the Supervisor of Buildings & Grounds.

2/09

Approved: 5/12/09

Revised: 5/10/12

JD/Maintenance