

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: MAINTENANCE MECHANIC/HVAC MECHANIC

QUALIFICATIONS:

Minimum:

1. Satisfactory physical condition so as to perform manual tasks requiring moderate physical strength.
2. Must have a background in the following areas:
 - a. Electrical and HVAC troubleshooting
 - b. Repair of equipment associated with school facility or plant systems
 - c. Working knowledge of commercial air conditioning and refrigeration equipment
3. Universal air conditioning license is required.
4. Valid New Jersey driver's license in good standing.
5. Education or practical experience in school or plant maintenance or skilled trades.
6. Valid Black Seal Boiler License or eligible to obtain the license within two years of employment.

REPORTS TO: Director of Operations & Security/Facilities Manager

JOB GOAL: To provide the district with a building maintenance program that will assist in obtaining maximum use of facilities.

PERFORMANCE RESPONSIBILITIES: In order to fulfill his/her professional responsibilities, the Maintenance Mechanic/HVAC Mechanic shall assist the Facilities Manager in the following areas:

1. Perform preventive maintenance on a regularly scheduled basis of all equipment in the district.
2. Make repairs in any of the following areas:
 - a. HVAC
 - b. Carpentry
 - c. Electricity
 - d. Plumbing
 - e. Masonry
 - f. Equipment repair
3. Work unassisted at most times and to complete all work in a timely manner.
4. Follow oral and written instructions in the conduct of the job.
5. Analyze each task in advance for tool and material needs.
6. Maintain school-owned vehicles and grounds equipment.
7. Respond to all emergency situations quickly and effectively.
8. Remove snow and ice and spread salt and sand on all parking lots, driveways and access roads of the district.
9. Be held accountable for all district tools and to maintain the tools in a clean and orderly manner.
10. Transport equipment between district sites.
11. Complete a work log of activities each day and submit the log to the Facilities Manager at the end of the day.
12. Establish and maintain working relations with supervisors, fellow workers, teaching staff, and students.
13. Perform, on a rotation basis, weekend security for the district and to report all unusual incidents to the Maintenance Foreman.
14. Perform all other duties assigned by the Director of Operations & Security/Facilities Manager.

TERMS OF

EMPLOYMENT:

Salary for a twelve-month work year to be determined by the Board and to be commensurate with experience.

EVALUATION:

Evaluation will be based on observations of the Director of Operations & Security. A written evaluation and conference will be held annually with the individual, and the report will be filed in the personnel file of the employee.

Approved:

August 25, 2003

Revised:

February 14, 2005

June 9, 2008

May 23, 2016