



CAMDEN CITY SCHOOL DISTRICT

Head Heating-Ventilation-Air Conditioning (HVAC) Technician

The Superintendent invites qualified and interested persons to apply for the position of Head HVAC Technician.

The Camden City School District is in the midst of a transformative period marked by progress. Since 2012, the graduation rate has increased from 49 percent to 66 percent while the dropout rate has decreased from 21 percent to 11 percent. Across all District schools, staff are focused on providing the appropriate supports to students to ensure they are successful. In the past few years, this focus has included a shift toward restorative practices and trauma-informed care, which has led to declining suspension rates and increased attention on school climate and culture.

JOB OVERVIEW:

The Office of Facilities will support the vision for Camden City School District by ensuring that students' school environments are conducive to and facilitate student learning. Reporting to the Facilities Manager, Maintenance, the **Head HVAC Technician** is responsible for overseeing, maintaining and repairing all district heating, ventilation, air conditioning and refrigeration (HVAC/R) equipment. Specific duties include repairing, rebuilding, and replacing bearings, motors, heat exchangers, air conditioning compressors, heating boilers, ventilation and air conditioning systems, air filters. The Head HVAC also serves as Head of Trade among HVAC on staff.

REQUIREMENTS AND QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- High school diploma preferred
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status
- Required technical training in at least two of the following areas, chillers, cooling towers, boilers, furnaces, refrigeration and air conditioning equipment
- Five (5) years of experience in HVAC service and repairs
- Valid driver's license
- Required- Environmental Protection Agency (E. P. A.)/Chlorofluorocarbon (C.F.C.) Universal license
- Possess a Certificate in Building Automation Systems (B.A.S.)
- Possess a Black Seal License
- Advanced knowledge troubleshooting and repair on HVAC/R systems
- Advanced mechanical skills and ability to read and understand blueprints and schematics
- Knowledge of refrigerants and ability to interpret internal system pressure including refrigerant recovery equipment and vacuum pump
- Advanced knowledge of HVAC/R systems and component level diagnostic skills
- Operating knowledge of computer and keyboarding skills, digital direct controls (DDC) controls, computer control systems and pneumatic controlled systems
- Experience with typical office equipment, such as telephones, copier, fax machine, E-mail
- Experience with basic hand tools and other specialized HVAC/R tools, including analog and digital meters; computerized air quality meters

ROLE & RESPONSIBILITIES

Major responsibilities of the role include, but are not limited to:

- Expedite all work orders assigned in accordance with directions provided by Facilities Manager
- Keep records on all projects in a manner set up by the Facilities Manager and maintain accounting records properly
- Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchangers, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods
- Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations
- Inspect and verify the operation and safety of all heating boilers, rooftop units, air handling units and ventilation systems
- Repair and maintain all line voltage, equipment voltage and control voltages. Respond to emergencies in building
- Performs regularly scheduled maintenance on HVAC/R System
- Demonstrate critical thinking and problem solving skills
- Communicate, interact and work effectively and cooperatively
- Recognize the importance of safety in the workplace, including Public Employee Occupational Safety and Health Act (PEOSHA) regulations, practice safe work habits
- Coordinate the work of District HVAC and supervise their work performance
- Instruct HVAC on the use of equipment and materials
- Coach HVAC on best practices and on the safe use of equipment and materials
- Utilize appropriate safety equipment and report unsafe conditions the appropriate administrator
- Perform other duties as may be assigned by the Supervisor of Buildings and Grounds
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices
- Be available when called upon by the Supervisor or Central Administrators after the regular work day
- Will be required to support projects and initiatives in other departments throughout CCSD on an as-needed basis

- Other duties as assigned by the Supervisor or Supervisor’s designee

CORE VALUES

We are seeking individuals who will exemplify the District’s core values:

Respect and Humility

We serve our community by recognizing the strengths, experiences, and perspectives of others. We humbly recognize our own limitations and incorporate lessons we gain from our reflective practice.

Evidence-based

We use evidence to inform decisions and to ensure that we are accountable to our students and families.

Communication & Collaboration

We communicate openly and work collaboratively, recognizing that getting to the best possible decisions requires input from others. Honest communications build trust and establish a community that assumes best intentions.

Solutions-oriented

With respect for the complexity of this work and the history that precedes us, we focus on persistence, resourcefulness, and inclusiveness to drive toward solutions.

REPORTS TO & EVALUATED BY

- Facilities Manager, Maintenance

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

Salary Range:

- Competitive salary and compensation package

Employment Period

- Twelve months, non-tenureable position

Union Affiliation

- Not affiliated

(Pending availability of funds and State Superintendent’s approval)

**THE CAMDEN CITY SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**