



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

MAINTENANCE

PLUMBER/HVAC/PERSONNEL

QUALIFICATIONS:

1. Possesses high school diploma or equivalent training/experience.
2. Holds a valid State of New Jersey Driver's License for Board of Education vehicles.
3. Has in-depth knowledge of all aspects of building maintenance but specializes in plumbing, heating, ventilating and air conditioning systems.
4. Has a minimum of five years experience in plumbing, heating, ventilating and air conditioning systems.
5. Possesses a New Jersey Black Seal Low Pressure License or is able to qualify for such within one year of employment.
6. Possesses a valid U.S.E.P.A. Freon Recovery License.
7. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: Head of Maintenance/School Business Administrator or designee

JOB GOAL: To maintain the physical plant, in particular the heating, ventilating, air conditioning and plumbing systems, in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE DUTIES

1. Work Performance/Work Traits
 - a. Assists in the development and implementation of a preventative maintenance program on district plumbing and HVAC equipment.

- b. Makes repairs to all boiler, plumbing and heating equipment and pneumatic/electrical controls including, but not limited to unit ventilators and roof top units.
 - c. Makes repairs to all refrigeration units in cafeterias, kitchens and other areas.
 - d. Assists in the supervision of contracted services by outside plumbing and HVAC contractors as needed.
 - e. Recommends equipment purchases for the annual budget and requests the ordering of equipment and materials in accordance with district procedures and budget allocations.
 - f. Develops and maintains an inventory of spare parts for equipment repairs.
 - g. Performs maintenance tasks as assigned by the Head of Maintenance, School Business Administrator or designee.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the Head of Maintenance and School Business Administrator or designee informed about his/her activities and accomplishments.
3. Professional Improvement
- Participates in staff development opportunities to enhance job-related skills and knowledge.
4. Other Assigned Tasks
- Performs such other duties and assumes such other tasks as may be assigned by the Head of Maintenance, the School Business Administrator or designee.

TERMS OF EMPLOYMENT: Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Personnel and

the terms of the Holmdel Township Board of Education/
Holmdel Township Education Association.

SOURCE: Regular Board Meeting
DATE: June 14, 1995