



## **NORTHVILLE PUBLIC SCHOOL DISTRICT**

Human Resources  
501 West Main Street  
Northville, Michigan 48167

### **NON-CERTIFIED POSTING**

**DATE: August 28, 2017**

**POSITION: Central Maintenance I – HVAC Technician  
(Teamsters – Local 214)**

**LOCATION: Northville Public Schools - Operations**

**COMPENSATION: \$23 - \$32 / hour commensurate with experience, qualifications,  
licenses - certifications**

**EXPECTED START DATE: Immediate upon hire and notice**

#### **MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Mechanical contractor license and demonstrated HVAC experience is required. Mechanical contractor license should be in the following classifications: HVAC Equipment, Ductwork, Refrigeration, Unlimited Heating Service, Unlimited Refrigeration and Air Conditioning Service.
- Possess or agree to acquire and maintain an operating engineers license from the City of Detroit, Dearborn or N.I.U.L.P.E.
- Knowledge and experience working with computer controlled energy management systems
- Knowledge of efficient HVAC preventative maintenance methods and procedures
- Thorough knowledge of building HVAC systems, equipment, pneumatic controls and methods of energy conservation
- Effective analytical and problem solving skills
- Possess and maintain a valid Michigan driver's license and a good driving record
- Possess good verbal and written communication skills
- Must show evidence of good attendance and punctuality
- Record of demonstrating initiative, efficiency and timely follow through on responsibilities. Candidate must be able to work independently and achieve and maintain job productivity.
- Record of cooperative and positive interactions with administration, staff, students and parents
- Shall be able to work overtime as required
- All skilled maintenance persons are required to have general maintenance ability and perform upon request the following tasks which include, but are not limited to:
  - Electric systems                      Plumbing systems
  - Boilers                                      Security
  - Safety                                      Snow removal
- Knowledge of Pneumatic and DDC controls

**PREFERRED QUALIFICATIONS:**

- Preferred candidates would hold an Associate Degree in HVAC Systems, Mechanical Engineering Technology or related field is preferred, or would be a licensed journeyman operator.
- HVAC Reclaim certification

**RESPONSIBILITIES:**

The responsibilities reflected below are not inclusive and may change to meet the emerging needs of the School and the District.

1. Service all District heating, refrigeration, air conditioning, and related equipment.
2. Complete repairs and preventive maintenance on HVAC system components (fans, blowers, valves, pipes, boiler units)
3. Operate energy management system and in an energy efficient manner. Calibrate, repair and replace all controls (pneumatic and electrical) as required.
4. Perform and maintain records of all HVAC computer schedules
5. Report to Director of Operations regarding the status of equipment and systems, and regularly update work order system for completed tasks and projects.
6. Order required supplies to allow timely and efficient performance of preventative maintenance items.
7. Observe fire and safety precautions and recognized operating and maintenance procedures
8. Ability to read electrical and mechanical drawings, work related literature, manuals, blueprints and written instructions
9. Have and maintain ability to lift weights of up to 100 lbs., climb ladders and scaffolding, work from heights and work outside year around. Shall be physically capable of performing all necessary tasks; stooping, reaching, pushing, pulling, climbing, lifting and crawling.
10. Compete required District on-line training
11. Comply with all OSHA work requirements
12. Work collaboratively with outside contractors and report their progress to the Director of Operations.
13. Responsible for using and storing operating power tools, equipment and vehicles in a safe and efficient manner
14. Work cooperatively with all administrative staff, employees, building principals and the public
15. Be responsible for and perform any other duties as may be assigned

This position reports to the Director of Operations.

**METHOD OF APPLICATION:**

**Interested and qualified applicants** should express their interest by responding to the posting on the NPS website or Wayne RESA Applitrack site.

Northville Public School District  
Mr. Dave Rodgers, Asst. Superintendent of Human Resources  
501 West Main Street  
Northville, Michigan 48167

**APPLICATION DEADLINE: Until Filled**

Posting Authorized: 8-28-17 by Dave Rodgers, Asst. Superintendent of Human Resources

**NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT**

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

*We are an equal opportunity employer.*