Warren Woods Public Schools
Human Resources Department

NOTICE OF VACANCY

POSTING DATE:	November 2, 2026	**REPORTS TO:**	Maintenance and Transportation Director
POSITION:	HVAC Technician	**SALARY/BENEFITS:**	Hourly Rate $23.59 - $28.62 (based on experience per AFSCME CBA) *Paid Holidays, Vacation, and Leave Days *Position includes medical, dental, vision, life insurance, and long-term disability
LOCATION:	District	**DEADLINE:**	3:00 PM Friday, November 6, 2026, or Until Filled

APPLICATION PROCESS FOR EXTERNAL APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website at www.warrenwoods.misd.net** by the deadline.

APPLICATION PROCESS FOR AFSCME MEMBERSHIP: Respond via email to jportalski@mywwps.org or send a letter of interest to:

Warren Woods Public Schools
Jeanne Portalski, Human Resources Supervisor
12900 Frazho, Warren, MI 48089

Essential Job Functions
Primary Functions

- Ensures compliance with all applicable State of Michigan codes, local ordinances, and Board of Education guidelines.
- Performs maintenance, troubleshooting, and repair of HVAC systems, including air conditioning, refrigeration, gas, hot water, steam, and forced-air heating systems.
- Maintains and repairs air handlers, ventilators, cooling coils, chillers, radiators, and related mechanical equipment.
- Monitor, troubleshoot, and make adjustments to Building Automation Systems (Bas), Direct Digital Controls (DDC), and related energy management systems.
- Performs routine preventive maintenance, including boiler and water treatment programs.
- Installs, tests, and commissions new HVAC and mechanical equipment.
- Diagnoses and repairs electrical, plumbing, mechanical, and pneumatic systems.
- Completes both minor and major building and equipment repairs as needed.
- Maintains inventory of parts and materials; orders supplies as necessary.
- Supports maintenance of fire alarm, fire suppression, and security systems.
- Coordinates and assists vendors, inspectors, and contractors.
- Completes and manages work orders using an electronic system.
- Assists with moving furniture, instruments, appliances, and equipment as needed.
- Helps protect district property from fire, flooding, theft, and unauthorized access.
- Follows all MIOSHA safety standards and district safety procedures at all times.
- Coordinates work with building staff and Facilities leadership to minimize disruption to district operations.
- Performs additional duties as assigned.

Secondary Functions

- Performs rough and finish carpentry work, including framing, drywall, and trim.
- Paints walls, ceilings, doors, frames, and trim.
- Installs and repairs doors, windows, and hardware.
- Performs other related duties including collaboration with Multi Trade Technicians, Secondary Building Engineers, Elementary Head Custodians and Custodians

Seasonal/As Needed Functions

- Performs snow removal, including plowing and salting parking areas.
- Completes landscaping tasks such as planting, mulching, pruning, and general grounds care.

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Requirements

- High School Graduate. College or trade school classes are preferred.
- HVAC Certification (EPA Section 608 Universal Certification preferred)
- Experience with building automation systems (BAS/DDC controls) preferred.
- Demonstrated experience maintaining HVAC systems in schools, commercial facilities, industrial environments, or comparable settings.
- Valid Michigan driver's license.
- The employee must be able to sit for up to eight (8) hours in a plow truck. In addition, this task will require the employee to continuously turn their neck to look in all directions.
- The employee must have good organizational skills and be able to independently sort, prioritize and complete work orders with minimal supervision.
- Ability or willingness to learn to operate large equipment such as forklifts, backhoes, tractors and scissor lifts.
- Demonstrated ability to utilize computerized work-order, email and inventory management systems.
- Must have ability to solder pipes and install valves and plumbing fixtures and be prepared to demonstrate this ability.
- Ability to use hand tools and power tools proficiently.
- Be able to speak, read and write at a level of proficiency that permits satisfactory job performance.
- Be able to read and follow Safety Data Sheets (SDS) and cleaning chemical labels.
- Maintain a professional appearance and conduct.
- Must make every effort to be available for emergency and overtime assignments with proper notice.
- Must be willing to attend seminars and in-service training.
- Ability to establish and maintain effective working relationships with students, staff and the community.

WORKING CONDITIONS:

Language Skills – Ability to read, analyze, and interpret professional journals, technical procedures, and/or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical and Reasoning Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in diverse environments, including mechanical rooms, rooftops, and outdoor settings. Employees are exposed to weather conditions, temperature extremes, and noise from operating equipment. The role may involve working in confined spaces, climbing ladders, and performing tasks at heights of up to 50' high.

Technicians must be able to safely perform physical tasks such as frequently lifting up to 80 pound, bending, standing for extended periods, and using tools and equipment while adhering to all safety guidelines and PPE requirements.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person (or student) shall, on the basis of race, color, religion, national origin or ancestry, gender, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401. Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Road, Warren, MI 48089 (586) 439-4464. Email: titleix@mywwps.org Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent 12900 Frazho Road, Warren, MI 48089. (586) 439-4417. Email: titleix@mywwps.org