

**HIGHLANDS SCHOOL DISTRICT****JOB # 4-8-03-7****Maintenance****Maintenance 7:00 a.m. – 3:00 p.m.****Monday – Friday****8 hours/day****12 months/year****Minimum Qualifications**

- 5 years of mechanical maintenance experience in a school district, hospital, plant facility or industrial/commercial atmosphere
- Prefer a trade or technical school certification or equivalent experience
- Familiar with all phases of HVAC, to include chillers (Trane and Carrier helical rotary), BOLLERS, Refrigeration, Roof Top Units, Air Handlers, Unit Ventilators, Split Systems, Exhaust fans, Unit Heaters, V.F.D.'s as well as pneumatic and DDC controls.
- Must possess Universal refrigerant transition and recovery certification under EPA section 608.
- Prior experience with Trane Tracer, Siemens Apogee and Johnson Controls Metasys DDC systems is a must.
- Capability to read electrical schematics and blueprints.
- Mechanical Ability to perform general maintenance within a building
- Ability to operate power tools, tractors, motor vehicles and snow removal equipment
- Must be able to demonstrate through performance and written test, the ability to perform items covered under job description

**Physical Requirements:**

- Must be physically able to perform efficiently the duties of this position
- Ability to bend, lift and climb ladders
- Ability to work off scaffold, ladders and lifts to height of 35' without fear
- Ability to work around grass, weeds and sprays without reaction

**Job Requirements:**

- Must be able to perform maintenance, with ability to work alone, with minimum supervision
- Must be able to trouble shoot, and make repairs to school buildings and mechanical equipment
- Ability to determine system, cause, and restore common casualties
- Ability to take a common sense approach to repairs and retrofit, if required.
- Ability to complete all trade assignments as designated by supervisor
- Must possess their own hand tools to perform maintenance tasks
- Capable of isolating roof leaks and making minor roof repairs to rubber roofing
- Capable of making repairs or adjustments to door closures, hardware and door adjustments
- Ability to assist multi-faceted tradesmen in completion of task, efficiently and professionally
- Must possess a current valid driver's license in the state of Pennsylvania
- Ability to operate both automatic and standard vehicles that include dump trucks, pick up trucks, vans, tractors and lawn equipment
- Ability to tow trailers as well as back trailers up
- Ability to perform snow removal duties with district equipment and willingness to work for emergencies
- Maintain an adequate inventory of supplies and repair parts within trade
- Continually update supervisor concerning preventative maintenance needs
- Complete work assignments professionally and efficiently
- Obtain a satisfactory score on a mechanical aptitude test of no less than a 70%
- Obtain a satisfactory approval on a job performance, through outside tradesman
- Execute other duties as assigned by the Buildings and Grounds supervisor to the best of their ability
  
- Ability to work professionally with others and around students and develop a work routine that will ensure a professional work environment.
- Must be dressed in clean school issued shirt at all times. Clean, solid dark blue Long pants and closed toe shoes must be worn unless directed otherwise by Supervisor.

Other duties assigned by supervisor.

Cc: Superintendent; Bldg. Principals; B&G Supervisor; B&G Secretary; Custodian Booklet; Custodian Closet; Union Rep.

jbm 9/15