



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

**Job Title:** HVAC Foreman  
**Department:** Buildings & Grounds  
**Reports To:** Director of Buildings & Grounds  
**Salary Guide:** According to Non Affiliate Policy F  
**Prepared Date:** January 16, 2020

**SUMMARY:** To perform duties related to all HVAC operations, care, maintenance, and energy management of all facilities by ensuring the district's heating, ventilation and air conditioning systems are operated and maintained in a manner that ensures efficient performance and a clean, comfortable and safe environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the following. Other duties may be assigned.

- Troubleshooting and repairs on commercial grade heating, ventilating and air conditioning (HVAC) systems and multi-zone systems.
- Creates plans for HVAC modifications.
- Possess skilled knowledge of computerized and pneumatic control systems.
- Assist in budgeting of parts, replacement of equipment, and vendors.
- Develops heating, ventilating and air conditioning systems modification plans and estimates jobs for remodel and replacement activities.
- Operate, maintain, install and repair air conditioning, heating, ventilation, exhaust, and refrigeration equipment, including compressors, motors, coils, valves, refrigerant lines, controls, chillers and heating components.
- Identify and report to co-directors of buildings and grounds the repair needs and safety discrepancies when observed.
- Safely operate and work from ladders, scaffolding, platforms and personnel lifts.
- Creates preventive maintenance checklist for all (HVAC) equipment.

- Interprets as-built building blueprints and recommends system modifications for remodel projects in accordance with applicable regulations and technical manuals.
- Researches and selects materials for HVAC systems installation, repair, and maintenance.
- Troubleshooting, diagnosis and repair of commercial air conditioning and multi-zone heating and cooling systems, once the Operations Foreman has determined the problem is beyond their expertise.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Prepare documentation, specifications and cost estimates for projects.
- Document and tracks preventive maintenance activities.
- Knowledge of mechanical systems, building materials, and emergency maintenance.
- Understand, follows, and enforces safety procedures; promotes workplace safety.
- Assist in eliminating job costs and material needs
- Exercise safe and appropriate work habits
- Keep records of assignments and produce detailed work reports
- Interacts with all job trades in a positive manner
- Assist in maintaining the operation of school buildings and power plants in the district
- Good communication and interpersonal skills
- Work in coordination on Capital Projects and other departments and vendors as needed to ensure that electrical issues are handled in a timely manner.
- Respond promptly to building alarms and emergencies.
- Perform other duties and assume responsibilities related to the operation of the Buildings and Grounds Department, as may be assigned by the Director of Building and Grounds or designee

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATIONS:**

1. Minimum High School diploma or equivalent
2. Valid New Jersey Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) License.
3. At least 5 years of verifiable heating, ventilation and air conditioning experience.
4. In possession of a valid Black Seal Boiler Operator's license or higher.
5. Valid New Jersey Driver's License
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. EPA certification for universal CFC and refrigerant recovery required.
8. Formal vocational education/training in operations and maintenance of boilers, chillers, turbines, generators or control systems is desired.
9. Knowledge of HVAC control systems, direct expansion refrigerant systems, and chilled water-cooling plants and systems.
10. Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, School Dude or Comparable program

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

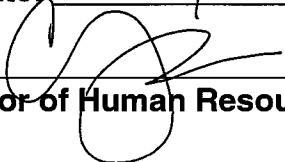
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

**TERMS OF EMPLOYMENT:** Twelve month contract; Non-Affiliate F.

**Board Approval Date:** 1/28/2020

**Certified by:**  \_\_\_\_\_  
**Director of Human Resources**