



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

JOB DESCRIPTION

**TITLE:** HVAC-R Technician

**REPORTS TO:** Director of Buildings and Grounds

**DATE APPROVED:** June 18, 2025

**BY:** Board of Education

**NATURE AND SCOPE OF JOB:**

The HVAC-R Technician works under the direction of the Director of Building and Grounds, and maintains and repairs heating, ventilating, and air conditioning equipment.

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Clean driving license.
3. Technical or vocational training in HVAC-R Systems is preferred.
4. Valid HVAC license.
5. Minimum of 3-5 years of experience in HVAC-R installation, maintenance, and repair.
6. Strong knowledge of HVAC systems, components, and controls.
7. Ability to read and interpret blueprints, schematics, and technical manuals.
8. Excellent problem-solving skills and attention to detail.
9. Strong communication and interpersonal skills.
10. Ability to work independently and as part of a team.
11. Physical ability to perform manual labor, including lifting heavy equipment and working in confined spaces.
12. Experience with BMS systems.
13. Must have an EPA 608 license.
14. Demonstrate aptitude and competence for assigned responsibilities.
15. Provide proof of U.S. citizenship or legal resident alien status and the required criminal background check.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the Employment Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains, repairs, assembles, and installs condensers, compressors, motors, heat exchangers, heat pumps, stationary boilers, cooling towers, and other units of heating, ventilating, and air conditioning equipment.
2. Assembles and connects pipes and ducts used in piping refrigerants, steam, hot water, and warm or conditioned air.
3. Overhauls and repairs pumps, compressors, controls, piping, ducts, and other equipment used in heating, ventilating, and air conditioning systems.
4. Calibrates thermostats.
5. Checks the operation of the water cooling tower and drains water lines when switching from air conditioning to heating.
6. Keeps records and files.
7. Uses the principles of refrigeration cycles and temperature measurement in repairing and maintaining air conditioning equipment.
8. Repairs and maintains a variety of refrigeration unit systems.
9. Uses standard tools, materials, methods, and practices involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
10. Protects against occupational hazards and safety precautions involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
11. Organizes assigned work and develops effective work methods.
12. Takes needed safety precautions in performing the work.
13. Takes care of tools, equipment, materials, and supplies.
14. Uses computers and/or electronic equipment to fulfill job functions.
15. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participates in appropriate in-service and workshop programs and attends any required meetings.
17. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
18. Maintains a collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
19. Protects the confidentiality of student data and all records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
20. Observes strictly to avoid the appearance of conflict all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submits in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
22. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing, and walking for required periods of time.
2. Speaking, listening, and visual acuity.
3. Use close vision, color vision, peripheral vision, and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.