

JOB POSTING

Office of the Superintendent

One High Tech Way - Secaucus, New Jersey 07094

Tel (201) 662-6700

campudia@hcstonline.org

HCST Board of Education is accepting applications for the listed Non-Instructional positions:

Hudson County Schools of Technology

District - Wide

Operations Department

Building Services Engineer

(See attached job description)

Application Procedures:

- 1) Complete HCST Non-Instructional Application by [clicking here](#)
- 2) Send email of resume/letter/application and state certification (if applicable) to:
Colleen Smith, Director of Personnel csmith@hcstonline.org

Please include your home mailing address, email and phone number.

Posting Date: January 20, 2022

Closing Date: February 3, 2022

NONDISCRIMINATION NOTICE

"It is the policy of the Board of Education of the Hudson County Schools of Technology not to discriminate in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status." Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to Derrick Thompson

Affirmative Action Officer/504 Officer/Title IX Coordinator

Hudson County Schools of Technology

One High Tech Way - Secaucus, NJ 07094

201-631-8465 or Email: dthomps@hcstonline.org

TITLE: BUILDING SERVICES ENGINEER

REPORTS TO: Facilities Director(s)

QUALIFICATIONS:

1. At least 20+ years experience with building maintenance and mechanical repair.
2. High School diploma or equivalent.
3. Smardt Chiller Certification
4. Proficient with Honeywell, Niagra & Spyder Systems for HVAC building management systems.
5. EPA 608 Universal Refrigeration License

JOB GOAL: To provide for the ongoing care and servicing of all school buildings and mechanical systems to insure their continued function to accommodate the educational programs in a clean and safe environment.

PERFORMANCE RESPONSIBILITIES:

1. Perform general maintenance and repair work as required; knowledge of standard tools, materials and methods.
2. Observe standard safety precautions involved in performing general maintenance and repair work; ensure safe storage of combustibles and other hazardous chemicals.
3. Performs general plumbing services including but not limited to the maintenance of gas, water, sanitary and storm drains. Repair and replace plumbing fixtures, washers and gaskets as needed.
4. Install pipe fittings such as valves, tees, elbows, couplings, unions, valves and other common fittings.
5. Perform general electrical maintenance including the replacement of bulbs, ballasts, fuses, wall plates, switches, outlets, and fixture cords.
6. Performs regular preventive maintenance on HVAC systems.
7. Develop inspection/repair schedules consistent with activities outlined in the district's Comprehensive Maintenance Plan.

8. Assumes responsibility for the operation of computer based energy management and control of mechanical systems.
10. Oversee and maintain a coordinated inventory control program; able to dispense and control the use of supplies.
11. Keep abreast of the latest trends, developments and products in the area of HVAC maintenance, ensure that licenses and permits are consistent with applicable laws.
12. Conducts meetings with staff and coordinates training programs as required.
13. Prepare work schedules and delegate staff assignments; inspect work and assist crew members as needed.
14. Develop specifications and solicit quotes as needed for materials and repair contracts.
15. Maintenance mechanic will directly report to the Building Services Engineer.
16. Such other duties as may be assigned.

TERMS OF EMPLOYMENT: Twelve (12) month work year, 40 hour work week in accordance with non-instructional schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Boards' policy on evaluation of non instructional personnel.

SALARY GUIDE: BUILDING SERVICES ENGINEER

REINSTATE AND AMEND: 12/22/21