



Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

May 1, 2019

ASSISTANT HVAC TECHNICIAN

Maine West High School

The Asst. HVAC Technician is responsible for:

- Operation and maintenance of boilers, air conditioning, refrigerant equipment, generators, pumps, condensers, along with the operation of our Andover /Siemens BAS, and maintain swimming pool to IDPH standards, performing preventative maintenance to keep readings to desired levels and extend life of equipment.
- Start up, regulate, repair and shut down equipment. Ensuring equipment operates safely, economically, and within established guidelines and regulations.
- Testing pool chemistry, boilers, cooling tower, condensate pan water, adjusting chemical treatment, performing preventative maintenance to keep levels within desired levels
- Reading blueprints and schematics, trace electrical controls systems and adjust valves.
- Installing, repairing, and performing preventative maintenance on all H.V.A.C.R. equipment.
- Must be available for emergency call backs during holidays, weekends, and /or beyond the traditional work day.
- Must be physically able to perform the duties outlined above.
- Other duties as assigned by the Director of Building and Grounds.

The qualified candidate will hold the following education/certificates:

- Completion of Trade School or Community College HVACR Program
- Universal EPA Section 608 Certification
- Certified Pool Operators Certification or ability to obtain one within one year.
- High School Diploma
- Preferred experience: chillers, cooling towers, Hydronic boilers, gas fired hot water heaters.

The qualified candidate will be able to successfully operate and possess a working knowledge of:

- Hand tools;
- Power tools;
- Computer systems including building facilities software such as Andover/Siemens BAS systems and work order software;
- Test instruments;
- Vehicles;
- 2-way radio

Position Description, Job Requirements and Responsibilities:

- Must be able to lift 75 lbs;
- Must be able to work in confined spaces and heights;
- Must be able to climb ladders and scaffolding;
- Must have experience setting up and using rigging, gantries, scaffolding

Annual Salary & Benefits:

- \$45,344 - \$63,250, based on qualifications and experience;
- Medical & dental insurance;
- 14 sick days;
- 10 days paid vacation;
- IMRF pension – employees vested after 10 years of employment;
- 15 paid holidays;
- Paid term life insurance policy equal to annual base salary.

Hours: Monday through Friday – 2:00 p.m. to 10:30 p.m.

Training period will be on first shift from 6:30 a.m. – 3:00 p.m. until applicant becomes acclimated to the building.

To apply, submit the following no later than May 17, 2019 to:

- Submit a letter of interest and a resume to Mr. John Gutka, Director of Building & Grounds, at: jgutka@maine207.org
- Complete a support staff online application at: www.generalasp.com/D207/onlineapp/

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.

