

CENTENNIAL SCHOOL DISTRICT NO. 28J  
VACANCY NOTICE  
April 4, 2025



**POSITION:** HVAC/R and Building Automation Technician  
**LOCATION:** Maintenance Department  
**HOURS:** 8 Hours Per Day (6:30am – 3:00pm)  
**CALENDAR:** 260 Days Per Year; July - June (will be prorated based on start date)  
**SALARY:** \$32.37 - \$44.81 Per Hour (Range L)  
*Position is eligible for an hourly differential of \$3.75 above the base wage for those who possess or obtain a journey-level credential in the field of plumbing, carpentry, or electrician.*  
**BENEFITS:** PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.  
**START DATE:** April 21, 2025, or when filled  
**APPLICATION DEADLINE:** Open until filled

**JOB PURPOSE STATEMENT/S:** The position of HVAC/R and Building Automation Technician is done for the purpose(s) of managing and maintaining HVAC/R equipment, Direct Digital Control (DDC), and building automation systems at all buildings and schools, which includes all major and minor mechanical systems to provide comfort and safety within facilities; meeting appropriate craft related accessibility codes for students, staff and the public and meeting other building code(s) (safety and health); providing oversight, management, information and documentation of activities; ensuring adequate materials are available for timely completion of job functions; ensuring that assignments are completed in a safe, proper and timely manner and directing assigned workers as necessary.

**ESSENTIAL JOB FUNCTIONS:**

- Oversight, repair, and management of HVAC/R equipment, Direct Digital Control (DDC) and building automation systems at all buildings and schools.
- Support and coordinate work with lead boiler technician.
- Determines, designs, and performs planned and preventive maintenance procedures to major HVAC/R equipment.
- Recommends system upgrades and improvements.
- Analyzes drawings for the purpose of identifying location of existing systems and determining the efficient installation of additional systems.
- Orients District staff for the purpose of providing information on proper operation of major mechanical systems.
- Records work orders, inspections, and purchases for the purpose of documenting information for other personnel.
- Positive and professional interaction with all staff and co-workers.
- Working knowledge of all Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) systems with a specific focus on preventive planned maintenance of all general HVAC/R equipment district wide.
- Responds to emergency situations (e.g. System failures, facility damage, roof leaks, refrigeration system failures, general mechanical breakdowns, heating/cooling problems, etc.) for the purpose of resolving immediate mechanical, environment standard conditions, and/or safety concerns.
- Assemble, installs and repairs HVAC/R equipment, major and minor mechanical systems and equipment including DDC controllers, RTU's, AHU's, Steam and/or Hot Water Generation systems and Chilled and/or Cool Water Generation systems, hot water heaters, unit heaters, refrigeration systems etc. for the purpose of providing comfort and safety within facilities.
- Orders supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Assists other technicians in repair of other systems, equipment and components including gas regulator, boiler equipment, etc. for the purpose of providing repairs and preventive maintenance of mechanical systems.
- Prompt and regular attendance.
- Performs other assigned maintenance tasks as trade license(s) permit.

**OTHER JOB FUNCTIONS:**

- Understand and carry out oral and written directions.
- Maintain safe working practices and report any and all unsafe conditions.
- Serve as backup for lead maintenance person, if called upon to do so.
- Perform other duties as assigned.

**REQUIREMENTS – QUALIFICATIONS:**

- **Experience Required:** Minimum of five (5) years of Journeyman-Level HVAC/R in maintenance or construction related to craft with increasing levels of responsibility. Minimum of five (5) years of Journeyman-Level Electrical work in maintenance or construction related to craft with the understanding of the Limited Electrical License limitations.
- **Skills, Knowledge and/or Abilities Required:**

Skills to operate tools used in craft, perform basic math to calculate measurements, quantities, etc.

Knowledge of appropriate health and building codes, methods and use of materials and equipment used in craft.

Abilities to understand and carry out oral and written instructions, establish priorities, complete written reports and documentation, work independently with minimal supervision, work in wet, slippery conditions. Significant physical abilities include lifting/carrying/pushing/pulling, climbing/balancing, reaching/handling, talking/hearing conversations, near visual acuity/depth perception/accommodation.

Ability to speak a second language preferred.

- **Education Required:** High school diploma or equivalent.
- **Licenses, Bonding, and/or Testing Required:** Limited Building Maintenance Electrician License (or higher) or Niagara 4 Technical Certification, Universal Refrigeration License, Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

**APPLICATION PROCEDURE:**

All applicants, including current employees, are required to apply through [PowerSchool SchoolSpring](#).

External Applicants:

- Apply through [PowerSchool SchoolSpring](#).

Internal Applicants (Current Employees):

- Apply through [PowerSchool SchoolSpring](#) by applying as an "Internal" applicant. You must be logged in to your applicant account and marked as "Internal" to access the list of internal jobs. You can mark your account as "Internal" by either clicking on your initials at the top right of the screen, clicking "Internal Job Settings" and entering your Centennial email address or by clicking on the "Internal Jobs" tab then clicking "Internal Jobs Settings" and entering your Centennial email address.

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**For information about the position, contact:**

Bryan Van Dyke, Facilities Director  
Email: [bryan\\_vandyke@csd28j.org](mailto:bryan_vandyke@csd28j.org)

**For questions about applying, contact:**

Shannon Burley, Human Resources Secretary  
Email: [shannon\\_burley@csd28j.org](mailto:shannon_burley@csd28j.org)