



No. 1214

Posting Date: 12/14/2018  
Expiration Date 01/02/2019

**NOTICE OF CUSTODIAL/MAINTENANCE VACANCIES**

**Allentown School District, 31 South Penn Street, Allentown, PA 18102**

**Facilities Services**

Maintenance Mechanic  
(Primary Assignment-HVAC Mechanic)  
7:00 A.M.-3:30 P.M.  
(Job description enclosed)

(Subject to change depending on outcome of bidding)  
Effective Date: January 2, 2019

Interested persons must contact Mr. Kirk L Kressly., Assistant Director of Facilities Services at (484) 765-4980 for an appointment for an interview. Interviews will be conducted after the close of the expiration date. Before the interview, complete the "Notice of Bid for Custodial/Maintenance Vacancy" form. Forms are available from Head Custodians, I.M.C.A. Officers, or the Facilities Services Department office. As per the directions on the form, submit the copies to the appropriate personnel before the close of the expiration date workday.

The Allentown School District is an Equal Opportunity Employer. The Allentown School District does not discriminate on the basis of race, color, ethnicity, religion, age, national origin, marital status, disability, sex, gender identity, sexual orientation, ancestry or place of birth or any other legally protected status in the provision of employment, educational services, programs or activities. Any complaint or allegation of discrimination should be directed to the Director of Equity, Dr. Lucrecia Brown and Anthony Pidgeon, Executive Director of Human Resource at 31 S. Penn St., P.O. Box 328, Allentown, PA 18105; telephone (484) 765-4109 and (484) 765-4231.



Facilities Services  
1301 Sumner Avenue  
Allentown, PA 18102  
Phone: 484-765-4980  
Fax: 484-765-4719

**NICHOLAS S. MIDDLECAMP**  
*Assistant Director of Facilities Services*

**MEMORANDUM**

December 10, 2018

**TO:** Anthony Pidgeon  
**FROM:** Nicholas S. Middlecamp, Assistant Director of Facilities Services  
*N. S. Middlecamp*  
**SUBJECT: REQUEST FOR JOB POSTING**

**BUILDING:** All

**VACANCY:** Maintenance Mechanic  
7:00 a.m. – 3:30 p.m.

**PRIMARY ASSIGNMENT:** HVAC Mechanic

**EFFECTIVE DATE:** January 2, 2019  
(Subject to change depending on outcome of bidding)

**SPECIAL INSTRUCTIONS:**

Interested persons must complete the “Notice of Bid for Custodial/ Maintenance Vacancy” form. Forms are available from Head Custodians, I.M.C.A. Local Officers, or the Facilities Services Department office. As per the directions on the form, submit the copies to the appropriate personnel before the close of the expiration date workday. Interviews will be conducted after the close of the expiration date.

**ALLENTOWN SCHOOL DISTRICT  
FACILITIES SERVICES DEPARTMENT**

**TITLE:** Maintenance Mechanic

**PRIMARY ASSIGNMENT:** Heating Ventilation and Air Conditioning  
Mechanic – All School District Facilities

**REPORTS TO:** Director of Facilities Services or his/her  
Assistant

**GENERAL RESPONSIBILITIES:** Maintain and repair all heating and cooling  
systems in all Allentown School District  
facilities in first class working order.

**QUALIFICATIONS:**

1. Applicant shall have three (3) years of working experience in repair, maintenance, diagnostics and installation of heating and air conditioning systems.
2. Applicant shall possess strong maintenance and repair knowledge of air compressors, pneumatics, digital electronic components, piping, and radiation.
3. Applicant must possess strong knowledge and the ability to use all types of hand tools, power tools, and testing equipment relative to the HVAC industry including the understanding of schematics and blueprints.
4. Applicant must have knowledge of digital and pneumatic building automation systems and their interaction with HVAC systems.
5. Applicant must be able to coordinate repairs or installation of various systems with other trades.
6. Applicant must have or be able to obtain within one (1) year of hire all required certifications and/or licenses required by law or the industry.
7. Applicant must possess a valid Pennsylvania driver's license.

**HVAC Mechanic**  
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8. Alternatives to the above, which the School Board of Directors deem acceptable.

**PERFORMANCE:**

1. Assume the responsibility of determining and securing the correct material required to perform maintenance, repair, or installation of HVAC equipment and to recognize present and potential problems which may cause the system to malfunction, fail, or cause an unsafe building environment.
2. Be responsible for clean up during and after work is completed.
3. Take all necessary measures to provide safety to others and property.
4. Maintain all School District tools and equipment in first class condition.
5. Evaluate new products, equipment, and techniques in the HVAC industry and report it to the Director of Facilities Services or his/her Assistants.
6. Provide guidance and instructions to other School District personnel on proper procedures for the operation of HVAC systems and equipment in our facilities.
7. Work closely with the Director of Facilities Services or his/her Assistants to determine the needs of the District's HVAC systems.
8. Perform other duties as assigned by the Director of Facilities Services or his/her Assistants.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*