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*BEDFORD PUBLIC SCHOOLS*  
*TEMPERANCE, MICHIGAN*

**NOTICE OF VACANCY**

**HVAC Technician**

Building & Grounds

**WAGES:** \$24.02 per hour, as per 2013-2016 BPS-STA Master Agreement

**DUTIES:** See attached.  
Please refer to the BPS-STA Master Agreement Article Fourteen (14) Job Openings

- D. Applications will be filed with the Bedford School Human Resources and Labor Relations department. Seniority will be the governing factor, provided the applicant has the ability and qualifications. A committee involving both parties will review and interview all applicants.
- E. The successful bidder will have a thirty (30) day working day trial period unless the employee has previously held the job on or before the thirtieth (30th) working day, if the employee does not want the job, the employee will revert back to the job the employee

**MINIMUM QUALIFICATIONS:**

1. High School Diploma and a two year Associate's Technical Training Certificate or completion of an apprenticeship program resulting in a journeyman's status.
2. Five (5) years' experience in HVAC field.
3. Must hold a valid drivers' license and have a good driving record.
4. Must possess or be able to get within 6 months a valid Mechanical Classification License HVAC Equipment #2, Limited Heating Service #5, and Limited Refrigeration and Air Conditioning Service #7 issued through the State of Michigan Bureau of Construction Codes and be able to pull School permits.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

**JOB DEFINITION:**

The HVAC Specialist is directly responsible for the safe and efficient operation of the District's refrigeration, heating and cooling equipment. This includes safety compliance, preventative maintenance, troubleshooting and repair, along with compliance of all Municipal, State and Federal codes, rules and regulations

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Repairs and maintains all types of air conditioning and refrigeration units.
- Repairs and maintains gas, hot water and hot air heating systems.
- Repairs and maintains air handlers, ventilators, cooling coils, chiller units and radiators along with other mechanical heating and ventilating equipment.
- Ensures all HVAC equipment operates as energy efficiently as possible.
- Monitors, maintains and troubleshoots digital and pneumatic control systems and thermostats of all systems to maintain appropriate working temperature and efficient operation within district Energy Guidelines.
- Performs regular preventative maintenance on all refrigeration, heating and air conditioning equipment.
- Installs and tests new equipment.
- Performs general maintenance work in repairing buildings, fixtures and equipment as assigned by the Director of Maintenance.
- Must be able and willing to work overtime responding to emergencies.
- Other duties as assigned by the Director of Maintenance.

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

**APPLICATION PROCEDURE:**

- Provide a letter of interest or email and a current resume or other indicating employment history;
- Please include a current address and telephone number(s) where you can be reached;
- Letters of interest received from applicants after the deadline will not be considered;
- All materials received relative to this posting become property of Bedford Public Schools;
- Internal applicants are equally responsible for providing all requested information. The Bedford Public Schools will not retrieve or copy information from your official personnel file. It is the applicant's sole responsibility. If necessary the employee should make the needed arrangements in order to review their personnel file and obtain any copies to include with their application materials; and
- **External Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at : <http://www.applitrack.com/monroecounty/onlineapp/>
- **Internal Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of college and continuing educational transcripts, certifications and licensure to:

Bedford Public Schools  
Office of Human Resources and Labor Relations  
**HVAC TECHNICIAN – Buildings & Grounds**

**NONDISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bedford Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries should be addressed to:

Bedford Public Schools  
Office of Human Resources and Labor Relations  
1623 W. Sterns Road  
Temperance, MI 48182  
(734) 850-6000

Applications for the above position **will be accepted until 4:00 p.m. on Monday, May 8, 2017 or until the position is filled.**

4/25/2017

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