



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-3472 x242 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C21-014

M-99-14

TITLE: Heating Controls Technician – Kotzebue District Office/Maintenance

QUALIFICATIONS:

1. Possess the necessary skills to perform the tasks of a Heating and Ventilating control/Energy Manager
2. High School Diploma, Certificate of Attendance or Vocational/technical training
3. Extensive knowledge of a variety of electronic digital controls systems and ability to test and write modifications in multiple languages of systems software.

REPORTS TO: Director of Property Services

JOB GOAL: To help maintain the heating and ventilation systems within the school district in a condition of operating excellence

PERFORMANCE RESPONSIBILITIES:

These responsibilities include, but are limited to the following: Diagnose and repair complex control system malfunctions; Regulates heating and ventilating systems to provide a learning environment in buildings appropriate to the season and to ensure economical usage of fuel and electricity; Inspects, services, and monitors all heating and ventilation equipment on a regular basis to ensure efficient operations; Develop usage patterns and provide data for future energy saving plans; Conduct preventative maintenance, repair, installation, commissioning, and general servicing of heating/ventilation systems within the school district; Communicate with appropriate persons recommended system enhancements, upgrades, and/or repairs; Provide training to other maintenance personnel on electronic control systems operations; Provide support to the mechanical staff on non-complex critical equipment; Conducts extensive self-study (reading, research, and practice) to improve and maintain technical proficiency in operating the district's control systems; Works overtime when required; and other duties as assigned by immediate supervisor.

LENGTH OF POSITION: Fulltime, 7.5 hrs per day, 261 days/year.

SALARY: Depending on Experience (DOE)

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit to the Human Resources department: Request for transfer form, list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources department: a completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

APPLICANT ALREADY ON FILE MUST SUBMIT A LETTER EXPRESSING INTEREST IN THIS POSITION

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED . . . August 7th, 2020

DATE CLOSING . . . Until Filled

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**