



**MARCH 4, 2025**

**VACANCY: HVAC MECHANIC/TECHNICIAN**

**EFFECTIVE:** May 1, 2025

**REPORTS TO:** Director of Facilities

**REQUIREMENTS:**

- Ten (10) years direct experience in maintaining and installing commercial and industrial HVAC equipment, controls and related components
- Demonstrated experience in developing and implementing a preventative maintenance program
- Demonstrated experience in working with computerized energy management systems
- The ability to understand blueprints, specifications and O&M manuals
- A general understanding of and experience in working with other facility related trades, such as plumbing, electrical and carpentry
- The ability to work unsupervised
- Must be available for assigned overtime work and off-hours emergency work
- S2 and D2 license is required

**DUTIES AND RESPONSIBILITIES:**

- Preventative maintenance and repair of all HVAC equipment, controls and systems, including pumps and motors
- Repair and maintain commercial/industrial oil fired burners and boilers
- Installing and repairing pneumatic and direct digital controls.
- Installing new HVAC equipment
- Maintaining records on all systems
- Ordering parts and supplies
- Coordinating contracted services when required
- Performing all other maintenance work as assigned

**Plowing snow is mandatory.**

**TERMS OF EMPLOYMENT:** Per Contract between The Darien Board of Education and Darien School Maintenance Association

## **APPLICATION PROCESS:**

**Internal applicants** (current employees of the Darien Public Schools in any capacity) must submit an Internal Applicant application via Applitrack, including uploading a current resume and cover letter, to [www.darienps.org](http://www.darienps.org), District Information, Departments, Human Resources, Employment Opportunities.

**External applicants** must submit an electronic application via Applitrack: [www.darienps.org](http://www.darienps.org), District Information, Departments, Human Resources, Employment Opportunities. Supporting documentation, such as a cover letter, resume, and letters of recommendation, must be uploaded to the electronic application. Paper and emailed application materials will not be accepted.

**NOT LATER THAN MARCH 12, 2025**

## **NONDISCRIMINATION STATEMENT**

*Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools nondiscrimination policies should be directed to: **Marjorie B. Cion**, Director of Human Resources, [mcion@darienps.org](mailto:mcion@darienps.org) 203-656-7400, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820*