



**AMERICAN  
SCHOOL FOR  
THE  
DEAF**

**ALL ways able.**

Jeffrey S. Bravin,  
Executive Director

139 North Main Street  
West Hartford, CT 06107  
www.asd-1817.org

## **JOB ANNOUNCEMENT**

### **HVAC TECHNICIAN**

#### **FULL TIME**

The American School for the Deaf (ASD) is the oldest permanent school for the deaf, founded in 1817 by Thomas Hopkins Gallaudet and Laurent Clerc. At the American School for the Deaf, students and families are surrounded by inspiring peers, guided by dedicated and committed staff, and supported by robust technology. We foster a language-rich communication environment that maximizes each student's potential, empowering them to become educated and self-directed lifelong learners. ASD is accredited through the New England Association of Schools and Colleges (NEASC), as well as the Conference of Educational Administrators of School Programs for the Deaf (CEASD).

ASD is located in West Hartford, a town recognized as one of the top ten towns for raising families. West Hartford residents value education, evidenced by the high quality of public and private schools. There is also much to do in West Hartford. There is a wide array of parks and recreation. There are pools and hiking trails. There are historic sites to visit as well. If shopping is on the list then Blue Back Square, located in the center of town, offers many retail stores and a variety of restaurants to satisfy everyone.

#### **SCOPE OF DUTIES**

Under the direction of the Facilities Director, the HVAC Technician will be responsible for performing skilled mechanical maintenance duties in the inspection, repair, installation and alteration of heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment.

#### **PRIMARY DUTIES**

- Inspect, repair and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes, ice machines, and kitchen equipment.
- Conduct regular preventative maintenance inspections of refrigeration units, heating and ventilating units, including boilers, gas and electrically operated air conditioning equipment, and make necessary adjustments or repairs; service and repair evaporative coolers.
- Repair or replace defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves, and automatic gas valves.
- Lubricate and pack heating, ventilation, refrigeration, and air conditioning motors, pumps, fans, and other equipment.
- Perform electrical maintenance work in the repair, installation of HVAC equipment, components, timers, motors and wiring systems as needed
- Test and monitor boiler operations, observing meter and pressure gauges
- Complete and maintain the School Dude/Preventative Maintenance work orders
- Identify maintenance risks on equipment
- Perform emergency repairs in a prompt, efficient manner
- Operate a variety of hand and power tools utilized in the trade.

## **MINIMUM REQUIREMENTS**

- Current State of Connecticut Technician License (D-1, D-2, S-1, S-2)
- 5 years of HVAC repair experience in heating, cooling and mechanical
- Completion of a HVAC training program at Vocational School or Apprenticeship
- Knowledgeable in building automation systems or willingness to learn our BMS controls
- Working knowledge of boiler systems
- Proficient in reading schematic or work plans
- Proficient with computers and computer programs
- Experience with School Dude Program or willingness to learn
- Ability to work independently as well as collaboratively
- Ability to work a flexible schedule to include after regular scheduled hours, weekends, holidays (at times with little/no notice)
- Ability to lift up to 50 pounds and be able to carry and maneuver heavier items.

## **SALARY AND BENEFITS**

- 35 hour work week
- On call for HVAC emergencies (24/7)
- Compensation range is negotiable on the basis of experience and training.
- Group health insurance and other fringe benefits are available.

## **HOW TO APPLY**

Apply on line or send resume and letter of application to:

Human Resources  
American School for the Deaf  
139 North Main Street  
West Hartford, CT 06107-1269  
FAX 860-215-2891

*The American School for the Deaf does not discriminate on the basis of an individual's age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex (including pregnancy, transgender status, gender identity or expression, sexual orientation, or civil union status) work place hazards to reproductive systems, and criminal record (in state employment and licensing). [www.asd-1817.org/about/jobs-at-asd](http://www.asd-1817.org/about/jobs-at-asd)*

*All applicants will be screened and the most highly qualified applicants will be invited to interview.*