



**We're Putting  
Wellness First**



**We're Turning  
Innovation into Action**



**We're Committed  
to Collaboration**



**Limestone**  
DISTRICT SCHOOL BOARD

## See yourself in Limestone

Where everyone achieves success and well-being

THE LIMESTONE DISTRICT SCHOOL BOARD  
**HEATING VENTILATION AIR CONDITIONING CONTROLS TECHNICIAN**  
**MAINTENANCE DEPARTMENT**  
**40.0 HOURS/WEEK**  
**CURRENT HOURLY RATE OF PAY: \$31.88**  
**EFFECTIVE: TBD**

Limestone District School Board, located on the shores of Lake Ontario proudly serves approximately 20,000 students at 49 elementary schools, 10 secondary schools, and Limestone Community Education Centres in the Townships Central Frontenac, Addington Highlands, North Frontenac, South Frontenac, Loyalist and Stone Mills, as well the Town of Greater Napanee and Kingston and the Islands. Our school district covers a geographic area of 7,719 square kilometers and includes more than 3,000,000 square feet of Board facilities.

### Position Summary

Under the direction of the Mechanical Supervisor, the Technician is responsible for the maintenance, installation and upgrading of all electronic and pneumatic control systems for heating, ventilation, and air conditioning (H.V.A.C.) in the Board's buildings.

### Summary of Responsibilities

- Set-up and implement a preventative maintenance program for the HVAC controls systems in order to achieve optimal comfort and energy management in all Board buildings.
- Trouble-shoot controls system problems and adjust to specifications.
- Maintain and upgrade computerized and pneumatic heating and ventilation system controls equipment.
- Install and/or modify electronic and pneumatic controls systems for heating and air conditioning in Board buildings.
- Prepare brief concise technical reports recommending action required or action taken to maintain HVAC systems.
- Maintain operations logs and update existing controls systems for all Board facilities.
- Works with other Plant Craftpersons as required.
- Familiarization and ability to operate the centralized automated energy and access management systems.
- Respond to emergencies after normal working hours when necessary and available.
- Perform other related duties as assigned.

### Qualifications/Experience

- Community College Instrumentation Technician / Technologist certification or equivalent.
- Community College Building Systems Operation Certificate would be an asset.
- Valid Ontario Driver's License.

### Skills & Knowledge Required

- Physical ability to perform the duties of the position.
- Ability to relate with staff, students and the general public in the school environment.
- Knowledge of Health and Safety Act, WHMIS, First Aid, Building, Construction, Trade Codes Standards, Regulations and Legislation.
- Demonstrated ability to operate equipment.

## Mission

We prepare students within safe and inclusive environments to embrace a changing world as lifelong learners and informed, responsible citizens.

## Vision

Together we embrace and foster engaging and innovative learning where everyone achieves success and well-being.

## Values

Accountability | Collaboration  
Fairness | Inclusion  
Integrity | Perseverance  
Optimism | Respect





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- Demonstrated ability to safely use ladders, scaffolding and lifts inside and outside of building.
- Demonstrated ability to communicate effectively, both written and orally with public, students and staff.
- Ability to operate a computer including word processing software, email and the internet.
- Must be willing to learn new systems and processes, as well as attend training/courses/professional development as required.
- Demonstrated ability to accept changing conditions and continuous improvements.
- Ability to respect confidentiality of information, practice tact and diplomacy.
- Ability to interpret and follow construction documentation and shop drawings.
- Ability to work with limited supervision.
- Valid Ontario Electrical, Steamfitter, or Gasfitter license would be an asset.
- Good working knowledge of commercially sized heating and cooling equipment, including hot water systems, low pressure steam systems, forced air systems, heat pumps, and reciprocating compressors and cooling towers.
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion)

### How to Apply

Interested applicants are asked to submit an application package that includes a cover letter and resume outlining how your qualifications, skills and experience relate to the position as well as **proof of qualifications**. Packages must be submitted by **12:00 NOON on Friday, May 10, 2024** to [Apply to Education](#)

- A cover letter addressed to Erika Reynolds, Human Resources Consultant – Support Staff
- Your resume detailing your skills and experience
- Proof of qualifications (Copy of Secondary School Diploma) uploaded on your Supporting Documents page within your Apply to Education account Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodations at any time during the recruitment process. Please submit your accommodations requests to Erika Reynolds at [reynoldserika@limestone.on.ca](mailto:reynoldserika@limestone.on.ca) if you are offered an interview.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential. The Greater Kingston Area promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the Limestone District School Board, including equitable recruitment, retention & promotion practices, please visit [www.limestone.on.ca](http://www.limestone.on.ca).

### Commitment to Diversity & Inclusion

Across Limestone District School Board, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The Limestone District School Board is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application, to self-identify as someone who has lived experiences as a member of one or more of these groups and who can bring valuable, diverse knowledge and perspective to our District and the students and communities we serve.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

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