

JOB OPPORTUNITY

2019

Federal Business Centers, a privately-held commercial real estate developer located in Raritan Center, Edison, New Jersey seeks a **HVAC Technician** to provide support for the **Property Maintenance Team** and various departments throughout the company as required.

Skills, Abilities, and Qualifications:

- Under the general direction of the HVAC Foremen, maintains and performs preventive maintenance on HVAC equipment; adjusts and calibrates as required.
- Mechanical aptitude acquired through vocational school or work experience.
- Proficiency in construction terminology.
- Ability to review construction plans and specifications for mechanical systems.
- Performs electrical and pipefitting repairs to HVAC systems.
- Strong written and verbal communication skills.
- Strong inter-personal skills; self-starter, highly motivated.
- Must have reliable transportation.

Salary: Commensurate with Experience – Non-Exempt Position

Monday – Friday: 7:30 a.m. to 4:00 p.m. with a half-hour lunch break.

Full Company paid benefits include medical, prescription, dental, health fairs, 401K with Company match program, life insurance, short and long term disability benefits, quarterly and annual bonus programs, tuition assistance, vacation and sick days, and approximately twelve paid holidays.

The company holds regular meetings for education, training, and celebrations, an annual bus trip to see a professional baseball game, and has a company bowling team. The Company also provides daily breakfast, beverages, and afternoon snacks.

Please email, scan, or fax resumes to:

Dawn White, Executive Director of Human Resources

Email: dwhite@fbcnj.com Fax: 732-225-0981

Interview Process:

Step One: Brief telephone interview with Human Resources.

Step Two: Application, resume, transcript review, basic skills testing, writing samples, initial interviews, and facility tour with Human Resources.

Step Three: Interviews with team members and applicable department leaders.

Step Four: Final interview(s) with the team leader and president.

Step Five: Contingent offer of employment subject to positive results from background and reference checks by outside agencies, and a negative result on the drug screen given during the post offer physical.