

**JOB TITLE:** Maintenance Worker

**REPORTS TO:** Director of Facilities

**NATURE AND SCOPE OF JOB:**

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

**QUALIFICATIONS:**

1. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Ability to lift fifty (50) pounds
4. Knowledge of methods, materials, and equipment used in custodial, maintenance and grounds work.
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
6. Have earned a high school diploma or its equivalent.
7. Demonstrate knowledge, a minimum of five years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
8. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Director of Facilities and in accordance with all applicable codes and regulations.
2. Follow work schedules and temporary work schedules assigned by the Supervisor or Building & Grounds, their designee and/or Principal of the school.
3. Ensures the District maintenance plan is properly implemented and all school buildings are neat, clean, and safe, while completing the tasks outlined in the School Building Maintenance Plan for the building.
4. Ensure that the work site and conditions are safe
5. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with facilities and custodial employees during emergency operations.
6. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
7. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
8. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.

9. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
10. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
11. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working.
12. Report immediately any damage, needed repairs, vandalism, or theft of equipment.
13. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
14. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Director of Facilities.
15. Maintain safe working conditions and operate safely all equipment necessary to carry out job functions and responsibilities.
16. Make recommendations for improvement in the effectiveness and efficiency of maintenance and custodial operations of the school.
17. Display a cooperative, ethical, and pleasant attitude at all times
18. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
21. Participate in appropriate in-service and workshop programs and attend any required meetings.
22. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
23. Assist the Technology Department with cabling and equipment projects as directed.
24. Repair and install doors and locks
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION CRITERIA:**

The holder of the position of Maintenance Worker shall be evaluated by the Director of Facilities in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

Revised: 25 July 2023