

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Maintenance Mechanic
Position

REPORTS TO: Manager of Facilities and Assistant Manager of Facilities

JOB GOAL: To perform general and preventative maintenance services and related repairs to district buildings, structures, machinery and equipment.

RESPONSIBILITIES:

1. Performs general maintenance duties which may be assigned in one or more of the following areas:
 - i. Carpentry
 - ii. Driving
 - iii. Electrical
 - iv. Grounds keeping
 - v. HVAC
 - vi. Locksmith
 - vii. Masonry
 - viii. Painting
 - ix. Plumbing
 - x. Inventory Control
2. Ensures maintenance requests and work orders are completed satisfactorily
3. Refers work requiring more specialized attention or skilled craftsmanship to appropriate trade lead and follows up through completion
4. Assists in periodic inspections of buildings and structures
5. Maintains tools and equipment required for maintenance tasks
6. Maintains an accurate inventory of equipment and supplies
7. Makes emergency repairs within knowledge and responsibility
8. Inspects machinery to ensure proper functionality, including checking pressures and temperatures, as required
9. Daily vehicle inspection
10. Attends professional development events as required by district administration

11. Performs such duties as assigned by the Manager of Facilities and/or Maintenance Supervisor
12. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

QUALIFICATIONS:

1. High school diploma or GED
2. Valid NJMVC drivers' license
3. Trade or vocational school diploma OR two years' experience in one or more of the building trades, or a combination of training and experience that equates to three years
4. Ability to input and manipulate data using a computer
5. Working knowledge of two or more trades and mechanical aptitude
6. Knowledge and ability to operate tools of the trade
7. Availability to work beyond the normal work day/work week
8. Required physical examination as performed by a licensed physician
9. Required criminal history background check, drug screening and eligibility to work in the United States
10. Ability to lift and carry 50 lbs.
11. Ability to climb ladders up to 20 feet
12. Sufficient physical dexterity to perform duties and responsibilities of the job, including heavy work with exposure to inclement weather for prolonged periods of time
13. Conscientiousness and keen attentiveness to detail
14. Must be able to wear and use appropriate protective equipment, as necessary
15. Ability to read, write, communicate effectively, and understand and follow verbal and written instructions
16. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

TERM OF EMPLOYMENT:

Twelve-month work year

SALARY RANGE:

Based on the Negotiated Bargaining Agreement between the EOBOE and the EOMA

Approved by the East Orange Board of Education: October 13, 2020

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