

Hillsborough Township School District

JOB DESCRIPTION

Title: Maintenance Worker

Qualifications: High School Diploma and Valid Driver's License

Primary Function: Repairs and maintains the structure and mechanicals of all facilities.

Report Level: Buildings and Grounds Supervisor

Major Duties and Responsibilities:

1. Executes general work duties as described in Attachment A and assigned by the Buildings and Grounds Supervisor.
2. Maintains an attendance record which reflects punctuality and regular attendance.
3. Demonstrates a cooperative attitude towards superiors, co-workers (maintenance and custodial) and the professional staff.
4. Reports to work in a well groomed and neatly attired manner.
5. Executes assignments in a safe and reasonable fashion.
6. Interacts with others in a courteous manner.
7. Demonstrates safety and responsibility with respect to equipment received from the Board of Education.
8. Takes precautions to protect students, administrators, teachers and co-workers while executing assigned tasks.
9. Maintains reasonable availability for the execution of emergency duties as assigned by the Buildings and Grounds Supervisor.
10. Assists maintenance foreman in determining the materials and parts required to make the repairs, replacements or adjustments to facilities.
11. Completes assigned tasks in a timely manner.
12. Executes other responsibilities assigned by the Buildings and Grounds Supervisor.

Building Repairs

- a. replacing broken windows
- b. repairing or replacing door and window hardware
- c. emergency patching of roof leaks
- d. replacing ceiling and floor tile
- e. mounting pencil sharpeners, maps, movie screens and bulletin boards
- f. building partitions to divide rooms
- g. repairing broken furniture
- h. painting

Plumbing Repairs

- a. repairs to sewer lines
- b. repair faucets
- c. lubrication of circulating pumps and well pumps
- d. operation of hypochlorinator for domestic water supply
- e. repairing flushometers on urinals and toilets
- f. repairs to drinking fountains
- g. operation of sump pumps
- h. operation of septic systems

Heating Repairs

- a. maintain oil filters
- b. clean and set up nozzles and electrodes
- c. check and maintain safety controls
- d. trouble shoot burner
- e. replace leaky section nipples
- f. clean and service univents
- g. replace packing on pneumatic water valves
- h. maintain water level in hot water systems
- i. lubrication of fans and motors

Electrical Repairs

- a. replace defective wall switches and receptacles
- b. replace burned out bulbs
- c. installation of 110 volt lines and outlets
- d. replace defective fuses and circuit breakers
- e. minor repairs to clock and intercom systems
- f. repairs and maintenance of fire alarm system

Grounds

- a. patching holes in blacktop driveways
- b. installation and removal of snow fence and driveway markers
- c. repairs and maintenance of tractors, mowers and other grounds equipment
- d. plow snow (driveways and parking lots at all buildings)
- e. haul sand for under playground equipment
- f. haul blacktop and stone for driveways

HILLSBOROUGH TOWNSHIP PUBLIC SCHOOLS

MAINTENANCE WORKER JOB DUTY INSPECTION REPORT

Name of Employee: _____ Date: _____

School: _____

Category	Rating		
	<u>S</u>	<u>I</u>	<u>N/A</u>
1. Maintain positive relationship with supervisor(s)			
2. Responds in a dependable fashion.			
3. Uses initiative and creativity in doing tasks.			
4. Displays proper attire.			
5. Executes tasks safely.			
6. Is neatly attired.			
7. Works in a courteous manner.			
8. Demonstrates care of equipment.			
9. Demonstrates proper use of equipment.			
10. Completes assignments in a timely manner.			
11. Demonstrates positive working relationship with co-workers.			
12. Demonstrates positive relationship with professional staff.			
13. Thoroughly cleans areas assigned in the attached work schedule.			

Performance Code: S = Successful

I = Improvement Needed

N/A = Not applicable

Remarks relative to above rating:

Summary Comments:

Signature of Inspector: _____

Date: _____

Signature of Employee: _____

Date: _____

HILLSBOROUGH TOWNSHIP PUBLIC SCHOOLS
ANNUAL PERFORMANCE REPORT OF MAINTENANCE WORKER

School Year: _____

<u>Last Name</u>	<u>First Name</u>	<u>Employment Status</u>	<u>Assignment</u>	<u>Inspection Report Dates</u>	
				<u>Inspection</u>	<u>Conference</u>

Performance Code: S = Successful I = Improvement Needed N/A = Not applicable

<u>PERFORMANCE AREA</u>	<u>PERFORMANCE</u>
1. Executes general work duties as described in Attachment A and assigned by the Buildings and Grounds Supervisor.	
2. Maintains an attendance record which reflects punctuality and regular attendance.	
3. Demonstrates a cooperative attitude towards superiors, co-workers (maintenance and custodial) and the professional staff.	
4. Reports to work in a well groomed and neatly attired manner.	
5. Executes assignments in a safe and reasonable fashion.	
6. Interacts with others in a courteous manner.	
7. Demonstrates safety and responsibility with respect to equipment received from the Board of Education.	
8. Takes precautions to protect students, administrators, teachers, and coworkers while executing assigned tasks.	
9. Maintains reasonable availability for the execution of emergency duties as assigned by the Buildings and Grounds Supervisor.	
10. Assists Buildings and Grounds Supervisor in determining the materials and parts required to make the repairs, replacements or adjustments to facilities.	
11. Demonstrates knowledge with respect to the proper techniques for caring of facilities.	
12. Completes assigned tasks in a timely fashion.	
13. Executes other responsibilities assigned by the Building and Grounds Supervisor.	

COMMENTS

Areas of improvement since the previous annual performance report, if applicable.

Assessment of last year's improvement plan.

Recommendations concerning an improvement plan for the next school year:

Summary statement (including recommendation concerning contract):

ATTENDANCE: _____ *to* _____

ABSENCES: *Illness:* *Personal:* *Emergency:*

Signature of employee indicates he/she has received a copy of this report:

Signature of Employee: _____ Date: _____

Signature of Evaluator: _____ Date: _____

Signature of Evaluator: _____ Date: _____

Provision for performance data which has not been included in this report may be entered into the record by the evaluatee within ten (10) working days after signing this report. Employee may use reverse side for any comments.