



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: MAINTENANCE PERSONNEL

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Black Seal License
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Basic knowledge in one or more of the building trades (such as carpentry, electrical, painting, plumbing, etc.) and basic grounds up-keep (such as mowing, trimming, weeding, line painting, etc.) as well as capable of performing a variety of jobs other than in their area of specialty.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
7. 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.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Such alternatives to the above qualifications as the Kinnelon Board of Education may find appropriate and acceptable

REPORTS TO: Supervisor of Buildings & Grounds/Business Administrator

JOB GOAL: It shall be the general responsibility of the maintenance personnel to carry out operational procedures, preventative maintenance and repair programs. This will provide a building and grounds environment that will be safe and healthy each day/evening that the students, staff and public are scheduled to occupy the schools.

PERFORMANCE RESPONSIBILITIES:

The operational procedures, preventative maintenance and repair programs will include, but not be limited to the following:

1. Operation and maintenance of the heating and ventilating systems.
2. Operation and maintenance of electrical equipment, lighting systems.
3. Maintenance of doors, and windows as required to maintain proper operation.
4. Maintenance and repair of all plumbing, plumbing hardware and other related plumbing fixtures in halls, restrooms, locker rooms, classrooms, science labs, kitchens, cafeterias and



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offices.

5. Maintenance and repair of emergency lighting and exit signs.
6. Maintenance and repair of roofs, flashing, gutters and roof drains.
7. Maintenance and repair of furniture, filing cabinets, lockers.
8. Maintenance and repair of kitchen and cafeteria equipment.
9. Maintenance and repair of stairs, railings, moldings, tile, walls, carpet.
10. Maintenance of custodial equipment such as scrubbers and vacuums.
11. Maintenance and minor repairs of maintenance vehicles and equipment.
12. Assistance in clearing areas in weather related conditions.
13. Maintenance and repair of fences, ball field backstops, playing field goals.
14. Assistance in the maintenance and upkeep of grounds and playing fields to maintain a safe environment for the athletes.
15. Maintenance and repair of playgrounds and playground equipment.
16. Maintenance and repair of sport related equipment
17. Repairing or replacing walls and ceilings.
18. Repairing or replacing locks.
19. Maintenance, repair and unclogging of sewer lines.
20. Construction work or alterations involving buildings, equipment, and grounds.
21. When an emergency situation develops, maintenance personnel may be required to do work ordinarily done by custodians or other classification of employees such as:
 - A. Performing custodial duties as detailed in the custodian job description when required.
 - B. Loading and unloading supplies and equipment from a truck.
 - C. Filling in for a Head Custodian as needed.
22. Other jobs as the need indicate which are consistent with maintenance and construction.



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23. Completion of clerical work such as:

- A. Filling out work order reports including: time spent on jobs, date of completion, name of person completing work.
- B. Filling out inspection forms.

TERMS OF

EMPLOYMENT:

Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Date Approved: August 28, 2014