

RIDGEFIELD PARK SCHOOL DISTRICT

Business/Plant Operations

NONCERTIFIED

TITLE: DISTRICT MAINTENANCE PERSON/ CUSTODIAN

QUALIFICATIONS:

1. Black Seal License
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Confirms competence and willingness to perform and/or assist in assigned or directed responsibilities, duties, and tasks, especially general maintenance and repair.
5. Possesses working knowledge of masonry, carpentry, painting, plumbing, electricity, HVAC, boilers, and equipment for snow throwing and lawn care.
6. Possesses a valid New Jersey driver's license
7. Provides medical certification of good health
8. Presents three verifiable references
9. Ability to read, write and communicate effectively
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To assist with and/or perform district projects and general repairs that help maintain the physical school plants, grounds, and equipment in conditions of excellence so that students are provided with safe, attractive, comfortable, clean and efficient places in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

District Maintenance Person

1. Does small construction projects including framing, surfacing, and finishing
2. Repairs or replaces:
 - Bathroom and kitchen plumbing
 - Water heaters
 - Boilers
 - Electrical lighting and outlets
 - Ceiling tiles
 - Floor tiles
 - HVAC filter changes
 - Concrete work
3. Paints inside or outside school district facilities.
4. Serves on various custodial shifts at any district location as determined by the Director of Buildings and Grounds.

RIDGEFIELD PARK SCHOOL DISTRICT

DISTRICT MAINTENANCE PERSON/ CUSTODIAN (continued)

Building Security

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
4. Cleans corridors after each school day, and during the day when their condition requires it.
5. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
6. Cleans and sanitizes all drinking fountains daily.
7. Cleans cafeteria dining areas after use.
8. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
9. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
10. Cleans chalkboards daily.
11. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
12. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
13. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
14. Cleans all windows on both the inside and outside as scheduled.
15. Keeps all floors in a clean and attractive condition and in a good state of preservation.

Grounds maintenance

1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

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.

RIDGEFIELD PARK SCHOOL DISTRICT

DISTRICT MAINTENANCE PERSON/ CUSTODIAN (continued)

Approved by: Ridgefield Park Board of Education
Date: November 14, 2018
Revised: November 2, 2018

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1E-99.11	Solid waste management
through 99.39	
<u>N.J.S.A.</u> 13:1F-19	School Integrated Pest Management Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-3, -4	Tenure of janitorial employees
<u>N.J.S.A.</u> 18A:17-41	Rules and regulations governing janitorial employees
<u>N.J.S.A.</u> 18A:41-2	Fire and smoke doors closed
<u>N.J.S.A.</u> 34:SA-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:7-1	License necessary
<u>N.J.A.C.</u> 6A:26	Educational facilities
See particularly:	
<u>N.J.A.C.</u> 6A:26-12.1	Facilities maintenance requirements
<u>N.J.A.C.</u> 6A:26-20.1 <u>et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 7:26A-1.1 <u>et seq.</u>	Recycling rules
<u>N.J.A.C.</u> 8:59-1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:90-8.1 <u>et seq.</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq