

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: MAINTENANCE WORKER

QUALIFICATIONS:

1. Knowledge in electrical, plumbing and woodworking
2. Possess an appropriate Black Seal Boiler license
3. Possess a New Jersey Driver's license
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: The primary responsibility of the maintenance person is to maintain proper condition and availability of equipment, tools, materials and such other means as may be required for the improvement, repair and upkeep of all real property. The maintenance worker shall have or obtain a valid driving license and have or obtain a Black Seal Boiler license.

Specific Duties and Responsibilities:

1. Carpentry: Performs basic rough and finished carpentry work in construction and repair of structures such a partition, walls, door, fences, window frames, office furniture, roofs and shelves, and applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain
2. Electrical: Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
3. Grounds Maintenance: Maintain grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment; and trims tree branches that create hazardous situations.
4. Plumbing/Painting: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts;

5. Education Training and Experience: Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.
6. Knowledge of methods used including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply and divide.
7. Skill and Ability to effective use a variety of hand and power tools; read blueprints; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effective in both oral and written form; work logs; computer literate for building automation systems/work orders.
8. Mechanical repairs on boilers, pumps univents, etc.
9. Maintenance and repairs on vehicles, mowers, etc.
10. Windows and glass replacement
11. Floor tile replacement
12. Snow removal
13. Pick-up and deliveries
14. Cleaning and maintaining boiler and maintenance rooms
15. Available for 24-hour emergency repairs
16. If required, works a flexible schedule to accomplish all tasks with the least disruption to the educational process
17. Substitute for mid-shift custodians when needed
18. Conduct other duties as may be assigned by the Director of Buildings and Grounds.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

BOARD APPROVED:

10/12/2010