

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

MAINTENANCE STAFF

QUALIFICATIONS:

1. Black seal license preferred.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Director of Buildings and Grounds or his designee.

JOB GOALS:

To provide students, staff and community members with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Regularly inspect all control, electrical, mechanical, HVAC and plumbing systems and other major equipment and motors to determine if they are operating properly.
2. Install, service, adjust, repair and perform regularly scheduled preventive maintenance on all controls, electrical, mechanical, HVAC and plumbing systems and other major equipment motors.
3. Operate boilers and hot water distribution systems including maintenance, cleaning, firing and shut down as needed.
4. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to endure economical usage of fuel, water and electricity.
5. Maintain and repair clock, fire alarm, intrusion alarm, communication and public address systems.
6. Install, adjust, repair and replace all doors, windows, ceiling tiles, lockers and related hardware.
7. Remodel and renovate facilitates, paint, install glazing, performs emergency repairs and other maintenance tasks as assigned.
8. Perform plumbing, electrical, carpentry and masonry tasks as assigned.

9. Complete work orders and projects as assigned in a courteous, workmanlike manner with minimal interference with school programs.
10. Move furniture, equipment and supplies and assist with set up and take down as needed for various activities.
11. Maintain work areas in a neat, clean and secure manner with sufficient supply of materials and equipment to complete assigned tasks efficiently.
12. Must adhere to all safety procedures including lockout/tag out with regard to electrical panels.
13. Must wear safety equipment when job calls for such safety measures to be taken.
14. Report incidents of vandalism, damage and repair needs immediately to the Supervisor of Buildings and Grounds.
14. Assist with snow removal and other emergencies as directed by the Supervisor of Buildings and Grounds or Foreman.
15. Must be able to operate vehicles with snowplows and sand and salt spreaders.
16. Attend training sessions with the approval of the Supervisor of Buildings and Grounds to maintain or increase competency in areas of responsibility.
17. Be capable of assisting the Director of Building and Grounds with job planning and material ordering in all listed trades.
18. Has ability to lead others when assigned to work with a crew.
19. Conducts himself in courteous, workmanlike manner, making every effort to complete his assigned job with the least amount of interference with the school program as possible.
20. Works with minimum supervision when completing assignments.
21. Perform such duties as may be assigned by the Director of buildings and Grounds, including assignments due to emergencies.

TERMS OF EMPLOYMENT: Twelve (12) month year - salary established by Board in accordance with negotiated unit agreement.

ANNUAL SALARY:

To be established by the Board of Education, in accordance with EEA/BOE bargaining agreement

EVALUATION:

Job performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel and the negotiated unit agreement.

APPROVED:

January 18, 2017