



MAINTENANCE PERSON

Qualifications:

1. Possess Valid New Jersey Driver's License
2. Possess a Valid New Jersey Black Seal License
3. High School graduate
4. Facilities maintenance experience (HVAC, electrical, plumbing, etc.)
5. Ability to set and follow schedules
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Buildings and Grounds Facilities Manager and Building Principal

Job Goals:

1. To maintain efficient operation of all of the school district boilers and related HVAC equipment and systems
2. To maintain all district-wide plant operations; i.e. plumbing, electrical, and mechanical operations and related equipment
3. Be responsible for work to be done in-house or contracted out with the goal of keeping costs down
4. Develop and maintain a preventative maintenance program
5. Coordinate all district-wide emergency operations of facility buildings including operations of plumbing, electrical, and mechanical systems and building security with Buildings and Grounds Facilities Manager

Duties and Responsibilities:

1. Perform scheduled preventative maintenance inspections
2. Make repairs and perform craftsman-like work in areas including but not limited to: mechanical, electrical, plumbing, concrete, carpentry, appliances, and locks
3. Analyze work requests and schedule work
4. Work outside assisting in laying out field lines for sports
5. Repair all school property including but not limited to fences, tables and chairs, HVAC, glass replacement, doors and door closures, locks and panic bars, plumbing repairs, roof and gutter repairs, motors, and ceiling tiles and lighting
6. Be responsible to the Director of Facilities upon all action during daily work
7. Be responsible for security of facilities
8. Snow removal from pavements, walkways, steps, and bus/parking areas
9. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Approved: August 13, 2001
Amended: June 17, 2014
Amended: December 18, 2018

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