

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Maintenance Helper

II. PRIMARY FUNCTION

Assist Maintenance Department

III. REPORTS TO

Facility Manager - Maintenance

IV. QUALIFICATIONS

- Maintenance experience preferred
- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Good work record
- Ability to read, write and communicate effectively
- Valid New Jersey driver's license
- Ability to operate hand operable equipment
- Ability to lift at least 50 pounds
- Good physical health and ability to perform assigned tasks
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Assist the following maintenance personnel with their duties
- Carpenter
- Electrician
- Plumber
- Glazier
- Painter
- Assist grounds persons and custodians as required
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Salary and schedule are in accordance with the provisions of the BOE/EPSCMA contract

mpl:ib
Job Description/Section VI Maintenance Helper

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011