

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Maintenance Tool Person – Glazier

II. PRIMARY FUNCTION

Glazier

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
- 1-3 years experience working as or assisting a glazier preferred
- Good work record
- Good physical health and ability to perform assigned tasks
- Ability to read, write and communicate effectively
- Valid New Jersey driver's license
- Ability to operate equipment
- Ability to lift at least 50 pounds
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Perform all aspects of glazing repairs and new installation
- Install overhead door checks
- Install window air conditioners
- Replace or repair panic bars
- Fabricate simple fixtures or parts to facilitate repair of equipment
- Prepare surfaces and construct, set or lay tile as required
- Repair minor electrical equipment
- Paint
- Assist grounds department and custodians as required
- Assist all maintenance personnel when necessary
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/EPSCMA contract

VII. SALARY

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

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APPROVED: ~~November 22, 2010~~

APPROVED: March 28, 2011