

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Maintenance Tool Person - Carpenter

II. PRIMARY FUNCTION

Perform all aspects of carpentry repairs and construction

III. REPORTS TO

Facility Manager - Maintenance

IV. QUALIFICATIONS

- Trade or vocational school graduate or equivalent
- 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 in one or more trade areas
- Good physical health and ability to perform assigned tasks
- Ability to read, write and communicate effectively
- Ability to lift at least 50 pounds
- Good work record
- Valid New Jersey driver's license
- 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 carpentry repair and construction
- Repair minor electrical equipment
- Fabricate simple fixtures or parts to facilitate repair of equipment
- Prepare surfaces and construct, set or lay masonry as required
- Repair or replace plumbing fixtures
- Repair and replace locks
- Assist grounds persons and custodians as required
- Assist all other 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

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~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011