



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Maintenance Person

REPORTS TO: Director of Facilities

QUALIFICATIONS:

1. Proficient in at least two (2) of the following trades with a working knowledge of the remainder:
 - Air Conditioning and Heating
 - Carpentry
 - Masonry
 - Electrical (includes controls)
 - Painting
 - Plumbing
2. Possession of a Low Pressure Fireman's license (Black Seal) to operate boilers.
3. The ability to read, write and communicate effectively.
4. The ability to lift 75 pounds at least 20% of the time.
5. Possess basic computer knowledge.
6. Possess a valid driver's license; possession of a CDL preferred.
7. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
8. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The maintenance person is to assist in maintain a safe and clean school district environment.

ESSENTIAL JOB FUNCTIONS:

1. Performs needed building and grounds repairs such as painting, carpentry, plumbing, underground utilities, etc.
2. Performs electrical repairs and/or reports needed work.
3. Checks roofs for repairs, including roof top units, fans, motors, and belts regularly.
4. Checks boilers for proper operation, makes repairs and adjustments as needed.
5. Checks windows for proper operation and repairs as needed.
6. Checks doors and hardware for proper operation and repairs as needed.
7. Repairs plumbing fixtures, piping connections, etc.
8. Performs equipment repairs on boilers, hot water heaters, heating and A/C units.
9. Maintains electrical motors and small engine air compressors and pumps.
10. Repairs to fire alarm, intercoms, speakers, phones, cameras, etc.
11. Monitors, enters and reports needed repairs through the facilities management software program.
12. Lifts 75 pounds at least 20% of the time and 50 pounds 100% of the time and possesses the ability to lift up to 80 pounds.
13. Bends, lifts, squats, crawls, performs repetitive motions, climbs stairs and ladders, works at heights, shovels, works in the elements, stands for long periods of time, and is able to use a hand truck.
14. Wears uniform provided by district and approved work boots or shoes.
15. Maintains a positive working relationship with other district staff.
16. Performs such other tasks and assume such other responsibilities as assigned by the Director of Facilities.

WORK YEAR: Twelve-month employee
DATE APPROVED: February 19, 2019
APPROVED BY: Board of Education