

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

MAINTENANCE

QUALIFICATIONS

1. A maintenance worker must have a high school diploma or a GED. Previous maintenance experience is necessary.
2. Knowledge of standard practices and tools used in the maintenance and repair of building facilities including boiler, HVAC, etc.
3. Knowledge of safety practices and procedures related to the building trades.
4. Basic math and problem-solving skills are necessary. In addition, the maintenance worker must be able to both issue and follow written and oral directions.
5. Establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.
6. Available to work during assigned hours.
7. Must secure Black Seal Boiler License within one year of employment.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Building and Grounds Supervisor, Business Administrator, and Principal.

JOB GOAL

The cleanliness and safety of a building depends on a well-run maintenance staff. A maintenance worker is hired by schools and other institutions in order to efficiently manage a building's maintenance operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks.
2. Repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets.
3. Performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets.
4. Repairs door hinges.
5. Cleans plugged key slots.
6. Changes filters on heating, ventilating and air conditioning units.
7. Services appliances, kitchen, and emergency equipment.
8. Hooks up appliances.
9. Reports mechanical malfunctions to appropriate party for action.

10. Moves and assists in moving furniture and equipment at various facilities/sites.
11. Sets up and breaks down Board Room for meetings as needed.
12. Activates and deactivates building alarms and responds to alarm calls during and after regular work hours.
13. Maintains clean, safe, and orderly work sites.
14. Perform certain groundskeeper duties to include, but not limited to, grass mowing, field preparation, when necessary.
15. Other responsibilities as assigned.

TERMS OF EMPLOYMENT

Full-Time: Twelve month salaried employee. Vacations, salaries, benefits, and overtime as per contract.

Part-Time: Twelve month hourly employee up to a maximum of 29 ¾ hours per week. No health benefits or paid days.

EVALUATION

Performance of this position will be evaluated by the Building and Grounds Supervisor.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **June 13, 1996**
AMENDED: **June 10, 1999**
AMENDED: **February 27, 2014**
AMENDED: **June 23, 2016**
AMENDED: **July 27, 2017**