

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
DEPARTMENT OF OPERATIONS AND MAINTENANCE**

**MECHANIC JOB DESCRIPTION**

**QUALIFICATIONS:**

1. High School Diploma (highly desirable).
2. Prior experience as a licensed or union carpenter, electrician, plumber or in other construction trades highly desired. (License or equivalent a plus.)
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Willingness to work overtime/on weekends/shifts is highly desirable.
5. NJ State Driver's License is required.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. CLEARANCE VIA CRIMINAL HISTORY BACKGROUND CHECK AND PROOF OF US CITIZENSHIP OR LEGAL RESIDENT ALIEN STATUS.
8. Must be able to lift 50 lbs.

**PRIMARY FUNCTION:**

To maintain the school plant and general grounds in a condition that allows full educational use of the building at all times; while providing students, staff and public with a safe, attractive, clean, hygienic, and efficient place in which to teach, learn, work, play and interact.

**REPORTS TO:**

Director of Operations & Maintenance, and Building Administrators.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established in collective negotiations between the Board and the MRTA.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or procedures on Evaluation of Support Services Personnel by the Director of Operations & Maintenance and/or the Building Administrators.

**PERFORMANCE RESPONSIBILITIES:**

1. Work directly under the immediate supervision of the Director of Operations & Maintenance who will lay out the work to be performed by the distribution of work orders at the various locations throughout the school system. Work to be performed shall consist of but not limited to carpentry, plumbing, electrical, painting, masonry, boiler repair and various types of repairs to equipment and buildings. Also, may work with the Head Groundskeeper who will lay out the work to be performed pertaining to the maintenance and care of the grounds.
2. Operate standard power tools such as drills, skill saw, saber saw , bench saw, sander and various other power tools.  
Operate the following types of machinery: pick-up truck, dump truck, mowers, hand trimmers, markers, snow blowers, plows, tractors, and/or various other types of grounds equipment.
3. Submit timely report of work orders when completed at location throughout the school system.

**PERFORMANCE RESPONSIBILITIES (continued)**

4. Submit timely reports for all mileage required in the performance of maintenance work for reimbursement.
5. Perform work that results in the safe condition of all materials such as lighting fixtures, electrical/mechanical apparatus, fixtures, wiring, air conditioning and refrigeration units, pipes, drains, furniture and similar elements in the facilities owned and operated by the district.
6. Help instruct custodians along with administrators on proper methods and procedures and the proper use of tools in general repair work (e.g. replacing bulbs, opening valves, tightening bolts, etc.) in involving the custodial job skills and responsibilities.
7. Perform all necessary duties for the cleanliness, proper maintenance, care and adjustment of all supplies, machinery, tools, etc. (and vehicles). This includes but is not limited to overhauling and replacement of worn parts in all machines wherever possible. Keep a chart on each machine for the changing of oil, greasing and replacement of new parts to insure safe and efficient use.
8. Install and determine safe operation of all lighting and electrical equipment in auditoriums and gymnasiums for all special theatrical, athletic, or other performance events.
9. Install, repair, and make recommendations of future viability regarding the safe operation of all facilities and equipment.
10. Monitor district owned facilities on a regular basis for purposes of preventive maintenance.
11. Drive district owned vehicles on and off school sites related to job responsibilities (e.g. pick-up/delivery, emergency courier service, etc.)
12. Perform maintenance services on all major equipment, including HV and various motors (e.g. generators), and assist outside contractors in district work.
13. Carry out snow removal duties to include shoveling, plowing, and/or sanding walks.
14. Spread fertilizer, lime, grass seed and spray garden chemicals as appropriate.
15. Apply cold patch, concrete, black top or other appropriate material to parking areas, driveways and sidewalks.
16. Line out all types of athletic fields accurately for athletic events on the track, football, baseball, hockey, soccer fields and other fields.
17. Fill in washed out areas by placement of fill topsoil or sod. Use tools and equipment to move soil wherever appropriate.
18. Perform other landscape duties such as: cutting grass, trimming edges of sidewalks around buildings and pruning of trees and shrubbery.
19. Maintain irrigation and sprinklers.

**PERFORMANCE RESPONSIBILITIES (continued)**

20. Collect and dispose of leaves and refuse.
  21. Repair outdoor benches, playgrounds and fences.
  22. Remove graffiti from exterior walls using correct equipment.
  23. Identify and order parts required for repairs or to complete assigned work. Also checks district stock for parts to insure stock rotation. If available through local vendor, be responsible for securing all necessary material of a small nature in order to complete assigned tasks properly. All expensive material must be cleared through the Director of Operations & Maintenance and/or the Board Secretary.
  24. Perform additional maintenance duties in which the district has provided training (e.g. Asbestos Removal/Right to Know) - providing valid training certificate exists (if required), proper equipment, and safety devices are available to all personnel.
  25. Use material handling equipment and safety equipment to promote safe work habits.
  26. Use the proper equipment (step ladders, extension ladders and aerial equipment) and procedures so as to perform required duties and to safeguard the individual as well as the safety of others.
  27. Move furniture, supplies and equipment throughout the district as directed.
  28. Assist in emergency repairs during non-duty hours, as in accordance with negotiated agreement concerning voluntary overtime provisions.
  29. Perform such other related duties within job responsibilities as may be designated by the Director of Operations & Maintenance or other appropriate administrator or as related to you through the head groundskeeper.
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I have been informed by my supervisor and understand the duties assigned.

AGREED TO BY EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Print Name)

DATE ADOPTED BY BOARD: \_\_\_\_\_ February 27, 2006 \_\_\_\_\_