



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Maintenance and Groundskeeper

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High School Diploma or equivalent
2. Three (3) years' experience in maintenance/grounds field
3. License for low pressure water boiler (Black seal)
4. NJ commercial pesticide applicator license - Category 3A, 3B and 13 (*Preferred but not necessary*)
5. Sports Field Management
6. Required criminal history review background check and proof of US citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Buildings and Grounds Supervisor

Job Goal:

To perform those activities and duties which will maintain the physical school plant, grounds and equipment in a condition of operating excellence and cleanliness at all times.

Performance Responsibilities:

1. Assist the buildings and grounds supervisor in the development and maintenance of a preventative maintenance program.
2. Perform an ongoing program of maintenance and repair on a preventative and/or as needed basis.
3. Strive to promote safety, health and comfort for the students and employees of the school district.
4. Conduct routine inspection and maintenance of district buildings, electrical motors, valves, gauges, roofs, heating and ventilating systems, lubricate fittings, louvers, roof fans, motors, etc.
5. Recommend purchase of suitable tools, materials and equipment.
6. Maintain clean and well-kept vehicles, tools and equipment.
7. Remove snow and/or apply ice melt to sidewalks, steps, parking areas and school roadways as directed.
8. Perform groundskeeping chores including grass cutting, weed trimming, edging, tree trimming, leaf raking, and removal of litter to maintain the grounds in a safe and attractive condition.
9. Layout and prepare playing fields, grounds and other necessary facilities for athletic and other school activities.
10. Perform maintenance on all HVAC units.
11. Perform air filter changes to all fan coil and HRU units and maintain a log of all changes.
12. Perform other related duties as assigned.
13. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.



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Employment Conditions:

Contract Year:	July 1 to June 30
Job Family:	Maintenance
Pay Grade/Compensation Structure:	G14
Evaluation:	In accordance with Board policy
Job Code:	9500