

**Facilities**

**Board Approved – 12/18/19**

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**TITLE: Maintenance Technician**

- QUALIFICATIONS:**
1. High school graduate or equivalent
  2. Black Seal license preferred
  3. Valid NJ Driver’s License
  4. Knowledge of electrical, plumbing, welding, construction theory, repair, and familiarity with power equipment
  5. Knowledge of building materials and construction with facilities maintenance and repair, including natatoriums
  6. Refrigeration experience preferred
  7. General knowledge of repairs of buildings, the maintenance of locking systems, and the wiring and setup of equipment
  8. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
  9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Facility Manager

**SUPERVISES:** Not applicable

**JOB GOAL:** To ensure continuous, safe usability of the physical plant, equipment, and service facilities.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs preventative, as well as emergency maintenance services, on all systems, including heating/ventilating, plumbing/sanitation, and mechanical.
2. Performs repairs as needed on all District-owned property, and promptly reports need for major repairs to the Facility Manager.
3. Continuously inspects both interior and exterior physical plant for evidence of deterioration and detection of potential problem areas, and makes recommendations for prevention of fire hazards and maintenance of safety standards.
4. Performs preventative maintenance services in all areas of the building.
5. Must be available and assist during weather-related times and answer burglar/fire alarms.
6. Responsible for special events/building set-ups.

7. Places “Right-to-Know” labels on required supplies.
8. Responsible for deliveries throughout the school.
9. Calls vendors for emergency repairs as directed by the Facility Manager.
10. Helps maintain all GCVTSD grounds which include cutting grass, tree removal, weedwacking, edging etc.
11. Operates and uses School Dude systems for checking and inputting of all work orders.
12. Checks messages on phones in Maintenance offices and responds to all calls.
13. Other duties as assigned and determined by the immediate Supervisor.

**PHYSICAL REQUIREMENTS:**

The duties of this job require the following physical activities: walking, sitting, standing, reaching, finger dexterity, pulling and/or pushing, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

Work is performed in a normal Maintenance department setting with some exposure to health or safety hazards. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the school environment is usually moderate.