

Hillsborough Township School District

JOB DESCRIPTION

Title: Maintenance Worker

Unit Affiliation: Hillsborough Education Association

Qualifications:

1. High School diploma or equivalent.
2. Minimum of four (4) years of experience in a related area, preferred.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Valid NJ driver's license.
5. Meet such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.

Primary Function: Maintenance employees perform a variety of tasks in connection with the maintenance, repairs, and groundskeeping of school district buildings and facilities, fixtures, equipment, appliances, and grounds, including moving and installation of school and office equipment and furniture. This employee is also responsible for grounds maintenance and snow removal activities and shall assist with building maintenance and support custodial activities as directed.

Report Level: The Maintenance employee receives daily direction from the Maintenance Supervisor, Director of Buildings and Grounds, and/or Designee.

Knowledge & Critical Skills:

1. Ability to communicate with others.
2. Ability to speak fluent English and be understood under normal circumstances.
3. Ability to read basic operating instructions and write reports.
4. Ability to use small power and common hand tools and grounds related equipment.
5. Demonstrate aptitude for timely completion of assigned tasks.
6. Use of safety practices in equipment handling and the use of tools.
7. Recognize conditions that are safety hazards or require the attention of skilled-craft personnel and report these conditions via established reporting procedures and software.
8. Good interpersonal skills with co-workers, building staff, students, parents, and supervisors.

Major Duties and Responsibilities:

General

1. Arrive to work on time dressed in a clean uniform, safety shoes, professionally and neatly groomed, and ready to work.
2. Maintain punctuality and consistent regular attendance.
3. Be responsible to the Supervisor of Maintenance and the Director of Buildings and Grounds for the working operation of District buildings.

4. Report to scheduled school with the proper equipment to address mechanical, electrical, plumbing, carpentry, maintenance, and/or grounds tasks.
5. Requisition maintenance supplies as necessary to keep minimal quantity on site.
6. Maintain an inventory and recommend purchase of suitable tools and equipment.
7. Complete work orders in priority order as directed and in an efficient and safe manner. Close out work orders when completed via mobile device.
8. Maintain all district boilers and other mechanical equipment.
9. Report all major repairs needed.
10. Prepare sketches and material lists for specific jobs.
11. Perform snow removal and de-icing.
12. Take precautions to protect students, administrators, teachers and co-workers while executing assigned tasks by maintaining adequate safety measures.
13. Set an example for the other maintenance employees in regard to neatness of appearance, friendly relations with other school employees, courtesy to the public, and devotion to the job.
14. Continually improve technical expertise in work procedures and practices.
15. Attend in-service training, as required.
16. Evaluate maintenance products and provide feedback to supervisors.
17. Assist with the training of new personnel.
18. Respond to emergency calls (facility or weather related) by the Maintenance Supervisor, Director of Buildings and Grounds or Superintendent of Schools.
19. Perform all other duties and responsibilities assigned by the Director of Buildings and Grounds and/or Designee.

In addition, the Maintenance worker may be assigned a combination of the tasks listed below:

Building Repairs

- a. Replacing broken windows
- b. Repairing or replacing door and window hardware
- c. Emergency patching of roof leaks
- d. Replacing ceiling and floor tile
- e. Mounting pencil sharpeners, maps, movie screens and bulletin boards
- f. Building partitions to divide rooms
- g. Repairing broken furniture
- h. Painting – interior and exterior surfaces

Plumbing Repairs

- a. Repairs to sewer lines
- b. Repair faucets
- c. Lubrication of circulating pumps and well pumps
- d. Maintain domestic water filters
- e. Repairing flushometers on urinals and toilets
- f. Repairs to drinking fountains
- g. Operation of sump pumps
- h. Operation of septic systems

Heating Repairs

- a. Repair circulation pumps
- b. Check and maintain safety controls
- c. Troubleshoot burner
- d. Replace leaky fittings
- e. Clean and service univents
- f. Replace packing on pneumatic water valves
- g. Maintain water level in hot water systems
- h. Lubrication of fans and motors
- i. Familiarize yourself with BAS for district

Electrical Repairs

- a. Replace defective wall switches and receptacles
- b. Replace burned out bulbs
- c. Installation of 110-volt lines and outlets
- d. Replace defective fuses and circuit breakers
- e. Minor repairs to clock and intercom systems
- f. Repairs and maintenance of fire alarm system
- g. Maintain exterior lights
- h. Assist with fire alarm system
- i. Assist IT with installation of security devices

Grounds

- a. Patching holes in blacktop driveways
- b. Installation and removal of snow fence and driveway markers
- c. Repairs and maintenance of tractors, mowers and other grounds equipment
- d. Plow snow (driveways and parking lots at all buildings)
- e. Haul blacktop and stone for driveways
- f. Mowing athletic fields and general school grounds
- g. Prune trees and shrubs and removal of branches or dead trees
- h. Line trimming and blowing entire district
- i. Painting of driveways and curb lines
- J. Performs masonry and concrete work.
- K. Operation of grounds equipment (including but not limited to plows, backhoes, mixers, etc.).

Athletic

- a. Repairs and installation of playground equipment
- b. Setting up new athletic fields
- c. Lining baseball fields, football fields, practice fields, soccer fields and areas for track events
- d. Cleaning up of fields after games
- e. Dismantling and storage of athletic equipment, football sleds, benches, jump mats, bleachers
- f. Installation and maintenance of scoreboards

Miscellaneous

- a. Pickup and delivery of district related materials
- b. Substitute for custodians if a substitute is not available
- c. Repair and maintenance of all maintenance equipment
- d. Pick up supplies and parts

The list of duties above does not constitute an exclusive listing of the functions but merely sets forth guidance in some of the duties of the position.

Physical Requirements:

Individuals must be physically able to efficiently perform the duties of the position. Any physical condition, which would cause the employee to be a hazard to themselves or others, is considered disqualifying. The following are general physical requirements for the position.

1. Good distance vision and ability to read without strain printed material the size of typewritten characters is required (glasses permitted).
2. Ability to hear the conversational voice with or without a hearing aid is required.
3. 100% use of arms, hands, legs, feet, shoulders and back or sufficient use of arms, hands, legs, feet, shoulders and back to accomplish the job.
4. Strength and endurance as required to perform sustained medium-heavy category labor and to lift and move objects weighing up to 50 pounds safely. Ability to stand for long periods of time.
5. Work requires flexibility and agility to perform a variety of physical labor, including ability to climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, walk, stand, push, pull, lift, grasp, reach with hands and arms, use fingers to handle objects, operate tools, computers and/or controls, and the ability to perform repetitive motions during an eight-hour shift.
6. Ability to shovel snow and operate snow removal equipment.
7. Ability to dig and trench.
8. Individuals must be capable of being exposed to inside and outside environmental conditions, hazards, and atmospheric conditions during the performance of their duties.

If these physical requirements change, then a functionality evaluation will be administered through the Board of Education for continuation of service.

This is an overtime eligible position.

Terms of Employment: Appointed for a 12-month, one-year contract, annually renewable.

Salary:

To be determined based upon the contract between the Board of Education and the Hillsborough Education Association.

Evaluation:

Performance will be evaluated annually in accordance with the Board's policy on the evaluation of staff.

Human Resources Mission Statement:

This organization believes that every individual makes a significant contribution to Hillsborough's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

Americans with Disabilities Act Statement:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Hillsborough Township Public Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

Equal Opportunity:

The Hillsborough Township Public Schools is committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state and/or local equal opportunity laws. The Hillsborough Township Public Schools does not discriminate against any employee or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age or any other status protected by applicable law.

EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER

Employee Acknowledgement:

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature of Applicant/ Employee

Date

Approved by BOE or HR Committee: Revised- 4/24/24