

WARREN TOWNSHIP SCHOOLS

Skilled Maintenance Mechanic

Reports To:	Head Maintenance and Grounds
Qualifications:	See below
Supervises:	N/A
Basic Function:	Maintain district equipment and facilities in peak operating order so full educational use may be achieved at all times.

QUALIFICATIONS - INCLUDE, BUT ARE NOT LIMITED TO:

- A. Minimum of five (5) years experience as mechanical craftsman
- B. Knowledge in basic mechanical fundamentals of job as described below
- C. Possess a black seal boiler license
- D. Physical requirements as follows:
 - 1. Ability to lift, push, pull, and carry up to 50 pounds.
 - 2. Appropriate manual dexterity for the use of a variety of hand tools and power tools to complete assigned tasks.
 - 3. Ability to squat/bend down to floor height for lifting of objects or to perform tasks.
 - 4. Ability to reach overhead in performance of completing assigned work orders.
 - 5. Ability to stand for a long period of time on a daily basis.
 - 6. Ability to walk on a frequent basis around the schools.
 - 7. Ability to walk in areas of wet or uneven terrain in performance of assigned tasks.
 - 8. Ability to balance unilaterally while reaching to perform assigned duties.
 - 9. Ability to maintain one's balance when using ladders to access lights, windows, ceilings or roofs.
 - 10. Ability to handle and control power tools as required by the specific job to be performed.
 - 11. Ability to safely work around electrical power and understand emergency lock out, tag out procedures.

PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:

- A. Perform the duties necessary to provide ongoing care, service, repairs and alterations of the district's facilities and equipment.
- B. Follow the district's preventive maintenance program on all required equipment.
- C. As required perform building repairs, electrical repairs, heating repairs, plumbing repairs, and repairs to all district equipment.
- D. As required assist in the maintenance of the district's grounds, walkways and parking areas.
- E. All necessary tasks to maintain the district buildings in a safe, comfortable, clean and efficient condition at all times.

- F. Be readily available to the school district in the event of emergencies and for snow removal, storm damage and/or vandalism.
- G. Other duties as assigned for the efficient operation of the School District to increase the effectiveness and reduce costs for the ultimate benefit of the educational program.

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.

Approved August 23, 1999
Revised March 25, 2010
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