

GENERAL MAINTENANCE POSITION

QUALIFICATIONS include but are not limited to :

- Must hold Current Black Seal License or obtain one within 1 year.
- Must have Valid NJ Driver License.
- Must have High School Diploma or Equivalent.
- Should have a minimum of three years' experience in all trades applicable to general building maintenance, including, but not limited to; electrical, plumbing, masonry, flooring and other related work.
- Ability to lift 50lbs and perform other physical work inside and outside under varying weather conditions.
- Perform a variety of locksmith duties; install, repair, and replace locks on doors.
- Must be able to properly use necessary tools and operate various equipment properly and safely.
- Ability to work harmoniously with supervisors, maintenance staff, custodians, professional staff, and students.

PERFORMANCE OF DUTIES:

- Be able to prioritize work flow based on daily work orders.
- Keep records of assignments and produce detailed work reports.
- Complete work orders accurately in a timely fashion.
- Must follow strict safety rules to prevent injury.
- Perform all other duties as assigned by the Director of Facilities.
- Responsible for snow removal (plowing) in inclement weather (to include early call-in or after hours when necessary).
- After hours call-in as needed when necessary or during an emergency when required.
- Set-up and take-down of facilities as needed for special performances at schools and graduation.

Please email resume to: alice.maxton@msdk12.net