

ANTICIPATED JOB VACANCY

UPPER TOWNSHIP SCHOOL DISTRICT

TO: ALL INTERESTED PERSONS
FROM: VINCENT J. PALMIERI JR., SUPERINTENDENT
DATE: AUGUST 16, 2022
RE: FULL-TIME MAINTENANCE WORKER (12-MONTH POSITION)

POSITION: FULL-TIME MAINTENANCE WORKER (12-MONTH POSITION)
HOURS: 7:00 A.M. TO 3:30 P.M.
START DATE: A.S.A.P.
REQUIREMENT: SEE JOB DESCRIPTION ATTACHED
RATE OF PAY: T.B.D.
DEADLINE: AUGUST 26, 2022

INTERESTED APPLICANTS SHOULD EMAIL A LETTER OF INTEREST AND RESUME TO: NICOLE LODER, LODER.NICOLE@UPPERSCHOOLS.ORG.

AA/EOE

Upper Township School District

Job Description

Business/Plant Operations Maintenance C-6

TITLE: MAINTENANCE

QUALIFICATIONS:

1. High school diploma or GED.
2. Has demonstrated aptitude or competence for assigned responsibilities.
3. Experience in one or more areas of maintenance, such as electricity, carpentry, heating, plumbing and refrigeration.
4. Must possess a valid Black Seal License.
5. Able to lift and move objects of up to 50 pounds unassisted.
6. Exhibits proficiency in computers.
7. Valid driver's license.

REPORTS TO: Supervisor of Buildings and Grounds

JOB GOAL: Manages the maintenance aspects of the facility operations so as to provide a safe, clean and comfortable educational environment.

PERFORMANCE RESPONSIBILITIES:

1. Assist in safe-guarding the condition of facilities owned and/or operated by the District.
2. Meet with the Supervisor of Buildings and Grounds regularly to discuss work assignments.
3. Make minor plumbing repairs with his/her capabilities, such as pipes, drains and plumbing fixtures.
4. Performs plumbing, electrical, heating, ventilation, air conditioning, carpentry and miscellaneous maintenance tasks as assigned by supervisors.
5. Maintain a regular schedule of preventative maintenance for school equipment and systems.
6. Annually surveys facilities and assists the Supervisor of Buildings and Grounds in compiling a schedule and list of items requiring work during the summer and the next school year.

Upper Township School District

Job Description

7. Assist in the moving of equipment and furniture in or between schools.
8. Assist in the periodic inspection of all electrical installations in the school to ensure their safe condition.
9. Shovel, plow and use ice melting chemicals on walks, steps and play areas as appropriate.
10. Performs such ground keeping chores as grass cutting, tree trimming and the like as necessary to maintain the grounds in a safe and attractive condition in conjunction with the grounds keeping personnel.
11. Paint areas as assigned by the Supervisor of Buildings and Grounds.
12. Is available for overtime for emergency and scheduled building activities; be part of rotation on call for emergencies.
13. Checks the operating condition of the heating system daily during the heating season with special emphasis on:
 - a. Boiler water level
 - b. General mechanical and operating condition of burner
 - c. Electrical systems and control
 - d. Hot water supply controls and temperature
 - e. Condition of all safety devices, including pressure gauges, etc.
14. Perform maintenance procedures on school equipment.
15. Deliver supplies to storage areas and classrooms as assigned by the Supervisor of Buildings and Grounds.
16. Maintain inventory of district tools.
17. Maintains a log of his/her work, submitting reports of work through School Dude consisting of work completed, supplies needed and time spent.
18. Perform any other duties as assigned by the Supervisor of Buildings and Grounds or Business Administrator/Board Secretary.

TERMS AND CONDITIONS OF EMPLOYMENT:

Twelve-month year. Salary and work day as per negotiated agreement.

Upper Township School District Job Description

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

APPROVED BY: Upper Township Board of Education

DATE: January 23, 1996

REVISED: July 22, 1997

REVISED: December 14, 2009