

CLEARVIEW REGIONAL HIGH SCHOOL DISTRICT
Mullica Hill, New Jersey

Job Description

Title *Maintenance*

Qualifications

1. Be at least 18 years of age.
2. High school diploma or equivalent training/experience.
3. Possess a valid New Jersey driver's license.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Possess the physical ability to carry out the duties assigned and to lift a minimum of 50 lbs. unassisted.
6. Black Seal License.
7. Required Criminal History Review and proof of U.S. Citizenship or legal resident alien status.

Reports To Supervisor and Assistant Supervisor of Buildings & Grounds

Performance Responsibilities:

1. Competent in all trades and proficient in at least three of the following: Carpentry, HVAC, plumbing, electrical, tile setting and laying, roofing, painting, cutting and welding, masonry, concrete work and grounds maintenance.
2. Capable of using skills with respect to preventive maintenance programs, maintenance repairs and construction programs.
3. Possess the ability to assist the Supervisor of Buildings & Grounds with job planning and material ordering in all listed trades.
4. Possess the ability to lead others when assigned to work with a crew.
5. Conduct should be in a courteous, workman-like manner, making every effort to complete assigned job with the least amount of interference to the school program as possible.
6. Work with minimum supervision when completing assignments.
7. Perform such duties as may be assigned by the Supervisor and Assistant Supervisor of Buildings & Grounds, including assignments due to emergencies.

General Responsibilities:

- Remove and repair door locks and closers
- Mount doors and hinges
- Make minor repairs to doors, windows, shelving, etc.
- Construct shelves, walls, concrete forms, etc.
- Sheet rock, spackle and tape drywall
- Install and replace drop ceilings
- Replace and repair all types of piping (i.e., Copper, PVC, etc.)
- Unclog all types of drains

- Repair or replace toilets, urinals, sinks, faucets and flush valves
- Replace defective wall switches
- Replace ballasts
- Install receptacles and associated wiring
- Replace motors
- Make repairs to electrical operating equipment
- Run wiring for electrical equipment and computer drops
- Trouble shoot electrical issues
- Have an understanding of automated temperature controls
- Change filters on univents and fan coils
- Perform preventative maintenance on chillers, boilers, hot water heaters, ice machines
- Capable of using ladders, lifts and scaffolding
- Repair and replace broken glass
- Assist with snow removal (shoveling/plowing)
- Make repairs to fencing and gates
- Move office and school furniture
- Make minor repairs to roofing
- Complete monthly safety checklists
- Complete all work orders assigned on the district automated work order system
- Assist grounds crew as needed for athletic events
- Capable of reading blueprints and construction documents
- Perform any other duties as assigned by the Supervisor or Assistant Supervisor of Buildings & Grounds.
- Perform such other duties as may be assigned by Administration in an effort to ensure the health, safety and welfare of all students and staff and to operate the district in an efficient manner.

Terms of Employment

Twelve months. Salary and work year to be established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Noninstructional Personnel.