

## MAINTENANCE WORKER- TRADE

### **QUALIFICATIONS:**

#### *Fundamental Education/Experience*

1. High School diploma or GED.
2. Possession of and the ability to maintain a valid NJ driver's license.
3. Black Seal License preferred, but not required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

#### *HVAC Trade*

1. EPA Certification required for HVAC Technician
2. NATE Certification preferred

#### *Electrical Trade*

1. Licensed Certificates for Electrical Business Permit and Electrical Contractor, and specific certification necessary or preferred.

#### *Grounds Trade*

1. Certifications/Licenses necessary to administer the proper pesticides and/or fertilizers required to maintain suitable fields and grounds.
2. Possess the working knowledge of all phases of grounds maintenance.

**REPORTS TO:** Facilities Director and/or Business Administrator

### **JOB GOAL:**

Under direction, the purpose of this position is to perform highly responsible maintenance tasks for the buildings of the district. Employees in this class are responsible for accomplishing a variety of maintenance tasks that provide students, staff, and community with an environmentally safe, attractive, comfortable, clean and efficient place in which to work and conduct school activities. Responsibility areas include, but are not limited to maintaining and caring for building electrical, heating, ventilation, air conditioning, plumbing and carpentry.

## PERFORMANCE RESPONSIBILITIES:

### 1. Essential Functions of the Job; Maintenance Worker

- A. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
- B. The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
  - Maintain and care for district schools and buildings by utilizing a variety of hand tools and power tools.
  - Must be able to make repairs and maintain building electrical systems
  - Must have the ability to fully utilize the school requisition system for maintenance and repair requests district wide
  - Must have proven knowledge of heating, ventilation, and air conditioning troubleshooting and maintenance.
  - Working knowledge of carpentry skills.
  - Must have knowledge of basic plumbing skills including repair of: downspouts, toilets, urinals, faucets, flushometers and drain clearing
  - Maintain and inspect all building equipment to achieve safe operating conditions at all times
  - Performs snow removal
  - Conducts an ongoing program of preventative maintenance, upkeep and repair including inspection and replacement of air filters and belts
  - Performs painting
  - Performs minor roof repairs as necessary
  - Inspects for fire hazards
  - Replace doors and windows as needed
  - Perform masonry repairs
  - Functions independently or as part of a crew depending on nature of task
  - Inspect school buildings to assure appropriate maintenance, safety and cleanliness, report health and safety hazards to appropriate personnel
  - Perform security duties related to Buildings and Grounds; turn off security alarm system; lock and unlock doors and gates as assigned

## **2. Essential Functions of the Job; Maintenance Worker/HVAC Technician**

- A. Performs all functions assigned to Maintenance Worker
- B. Investigates problems and performs repairs on various mechanical and electrical equipment in heating, ventilation, air conditioning, and refrigeration systems
- C. Performs preventative maintenance on various mechanical and electrical equipment in heating, ventilation, air conditioning, and refrigeration systems
- D. Install dehumidifiers, unit ventilators, electric heaters, water source heat pumps and mini split systems
- E. Ability to navigate buildings CMMS, emails and attendance software.

## **3. Essential Functions of the Job; Maintenance Worker/Electrical Trade**

- A. Performs all functions assigned to Maintenance Worker
- B. Inspects electrical wiring, fixtures, appliances, generators, pumps, power circuits, ascertains the nature of needed repairs and/or replacement; does whatever repair and installation work is necessary.
- C. Installs, maintains, inspects, repairs, and services power and light feeders, generating and control equipment, relays, transformers, pumps, switches, outlets, signal systems, and other electrical wiring, cables, fixtures, and appliances of varied types.
- D. Maintains in good working order electrical fixtures, appliances, and other equipment and replaces worn parts.
- E. Uses various types of test equipment such as ammeters, voltmeters, and ohmmeters.
- F. Makes emergency electrical repairs, trouble shoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions.
- G. Is familiar with the use and nomenclature of various types of conduits and fittings, cables, insulators, and other equipment.
- H. Works from electrical schematics and specifications in accordance with established procedures.
- I. Requisitions, stores, safeguards, and properly uses electrical equipment, materials, and supplies.

## **4. Essential Functions of the Job; Maintenance Worker/Grounds Trade**

- A. Performs all functions assigned to Maintenance Worker.
- B. Investigates problems and performs repairs on various equipment related to grounds and irrigation.
- C. Performs proper lawn maintenance appropriate to preserve the learning environment.
- D. Primary resource for outdoor event scheduling.
- E. Ability to navigate buildings CMMS, emails and attendance software.

## 5. Non-Essential Functions

- A. Maintains district equipment & supplies
- B. Keeps equipment washed and clean
- C. Maintains good working order of district vehicle including refueling as necessary, reporting any mechanical issues, and regular maintenance such as checking the air pressure in tires.
- D. Moving district property such as sports equipment, chairs, tables, documents, furniture as requested
- E. Ensures area is clean and restored to original condition after special events, meetings or games
- F. Participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.

## 6. Additional Job Functions

- A. Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Barnegat Township School District, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

## 7. Job Related & Essential Qualifications

- A. Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
- B. Human Interaction: Requires the ability to provide guidance, assistance and or interpretation to others on how to apply procedures and standards to specific situation. Requires the ability to effectively present information to students, staff, and community.
- C. Verbal Aptitude: Requires the ability to utilize a wide variety or reference, descriptive and advisory data and information.
- D. Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of fuel powered, electrically powered or battery run tools and equipment such as (but not limited to):
  - Drill, Circular Saw, Reciprocating Saw, Drill Press, Sander, Table Saw, Power snake, Hydraulic Tools, Router, Compressor, Generator, Demolition saw, Drill/Hammer Drill, Scissor Lift, Single Man Lift, Snow Blower, Pipe Threader, Recovery Machine, Vacuum Pump, Megohmmeter, Velocimeter.

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- Requires the ability to operate, maneuver and/or control the actions of handheld tools such as (but not limited to): Multimeter, Refractometer, Hammer, Screwdrivers, Wrench, Sockets, Ratchet, Pliers, Plumbing Snake, Hand Saw, Bow Saw, Multi-Tester, Ladders (varying heights), Extension Ladder, Shovel.
  - Requires the ability to assess, apply and safely utilize such materials as: Roofing, Tar, Tar Paper, Glues, Caulks, Sealants, Sheetrock, Spackle and Spackle Tape, Floor Tile (ceramic and VCT), Ice Melt, Paint.
- E. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages. Requires the ability to accurately measure and record measurements.
- F. **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. The ability to apply “common sense” in situations.
- G. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### 8. ADA Compliance

#### A. Physical and Sensory Requirement

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance may be available to perform unusually demanding physical tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, crawling, twisting, balancing, walking, and sitting for extended periods of time may be required as a normal part of the job. Also, pushing and pulling with legs, arms and body is a constant with this position. Employee must be able to perform repetitive use of foot control and repetitive use of hands. Employee must be able to climb ladders of varying heights repetitively. The employee must be able to carry various materials and tools on a ladder. Also, the employee must be able to climb on roofs of varying degrees of slants, to access various HVAC equipment that is located on the roof or to make repairs. Employees must not have any limitations of motion and vision (may be corrected). Hearing must be a normal range as measured by a standard audiogram. A normal sense of smell is required to detect the presence of waste of hazardous materials. Finger dexterity, sense of touch, gripping with fingers and hands is essential. Employee must be able to withstand the vibrations caused by the equipment necessary to complete assigned tasks.

#### B. Environmental Factors

Tasks are regularly performed with potential exposure to adverse environmental conditions such as: strong odors, fumes, dust, wetness, humidity, machinery, vibrations, excessive noise levels, temperature extremes, disease, pathogenic

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substances, waste products, electrical or mechanical hazards, and toxic/poisonous agents. Work involves all types of ground surfaces, a variety of facilities, and will include being exposed to blood and body fluids. Work is performed approximately 80% indoors, and approximately 20% outdoors. Work schedule is a 40 hour work week with occasional opportunities for overtime. They are required to drive both trucks and grounds equipment 5 days a week. Work day will consist of eight hours.

### C. Psychological Factors

- The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to maintain pleasant working relationships
- Ability to perform multiple tasks simultaneously
- Ability to work overtime as needed

### TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

### LEGAL REFERENCES:

N.J.S.A. 13:1F-19	School Integrated Pest Management Act
N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-3	Tenure of janitorial employees
N.J.S.A. 18A:17-41	Rules and regulations governing janitorial employees
N.J.S.A. 18A:36-3	Display of flag
N.J.S.A. 18A:41-1	Fire drills
N.J.S.A. 18A:41-2	Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq.	N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1	License Necessary
N.J.A.C. 6:3-4A-4	Requirements of physical examinations
N.J.A.C. 6:24	Comprehensive maintenance plans
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 17:27	Equal employment opportunity and affirmative action rules
See Particularly:	
N.J.A.C. 6A:26-12	Operations and maintenance of facilities
N.J.A.C. 12:90-3.4	Licensing of operating engineers and boiler operators
N.J.A.C. 12:100-4.2	Adoption by reference

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Adopted October 2016

Revised/Approved February 2021

Revised/Approved August 2022