

## WATCHUNG BOROUGH SCHOOL DISTRICT

### JOB DESCRIPTION

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**TITLE:** DISTRICT MAINTENANCE STAFF

**REPORTS TO:** Supervisor of Buildings and Grounds

**QUALIFICATIONS:** Demonstrates success in performing tasks including, but not limited to plumbing, electrical work, and carpentry.

**JOB GOAL:** Maintains the physical school plant in a condition of operating excellence for full educational use.

#### PERFORMANCE RESPONSIBILITIES:

1. Recommends to the Supervisor of Buildings and Grounds replacement of worn or defective wiring, switches, faucets, plumbing fixtures, and similar items, and repairs fencing, asphalt, concrete, ceilings, and similar items.
2. Makes emergency repairs.
3. Makes recommendations of supplies and equipment for purchase.
4. Responds to alarm calls as needed.
5. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity, as well as HVAC software.
6. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways, and parking areas as necessary.
7. Works with the Supervisor of Buildings and Grounds, to establish programs of regular preventive maintenance.
8. Covers custodial and grounds shifts caused by absence or vacancy and covers the Supervisor of Buildings and Grounds when away from the district.
9. Performs other duties that may be assigned by the Supervisor of Buildings and Grounds.

#### TERMS OF

**EMPLOYMENT:** Salary and work year to be determined 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 non-certified staff.

**APPROVED:** June 24, 2021