

# MONMOUTH REGIONAL HIGH SCHOOL

## TITLE FACILITIES-GROUNDS OPERATIONS

**Reports to:** Supervisor of Building and Grounds

### **Nature and Scope of the Job:**

Performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

### **Qualifications:**

The Maintenance Worker shall:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/speckling, field/playground maintenance, furniture repair, as well as small engine repair).
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **Employment Terms:**

The Maintenance Worker shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

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### **Job Functions and Responsibilities:**

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and in accordance with all applicable codes and regulations.
2. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
3. Ensure that the work site and conditions are safe.
4. Perform assignments relating to ensuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
5. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
6. Respond to emergency situations and perform necessary repairs.
7. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
8. Keep a log of all maintenance functions and repairs performed.
9. Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
10. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
11. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
12. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
13. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
14. Report immediately any damage or vandalism to facilities, or theft of equipment.
15. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
16. Attend required meetings, including Right-To-Know and Safety Training, and serve on staff committees, as appropriate.
17. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
18. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Students.
19. Use computers and/or electronic equipment to fulfill job functions.

