



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: MAINTENANCE PERSONNEL

## QUALIFICATIONS:

1. Possesses high school diploma or equivalent training/experience.
2. Holds a valid State of New Jersey Driver's License for Board of Education vehicles.
3. Possesses a New Jersey Black Seal Low Pressure Boiler License or is able to qualify for such within one year of employment and maintain thereafter on a yearly basis.
4. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
5. Should have a minimum of three years combined experience in one of the following trades: plumbing, electrical repair, carpentry, masonry, air conditioning, heating, or refrigeration.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and applicable.
8. Possesses basic computer skills.

**REPORTS TO:** Head of Maintenance and Grounds/School Business Administrator or designee

**JOB GOAL:** To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

## PERFORMANCE DUTIES

1. Work Performance/Work Traits
  - a. Performs all maintenance tasks as assigned and all preventative maintenance tasks as required.

- b. Performs emergency repairs as necessary.
  - c. Assists with snow removal and other building emergencies as requested.
  - d. Services motors, compressors, filters and other mechanical equipment as required.
  - e. Provides emergency service on school trucks, vans and tractors as required.
  - f. Maintains an inventory of supplies, equipment and tools, and initiates requisitions for replacements as needed.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the Head of Maintenance and Grounds informed about his/her activities and accomplishments.
3. Professional Improvement
- Participates in staff development opportunities to enhance job-related skills and knowledge.
4. Other Assigned Tasks
- Performs such other duties and assumes such other tasks as may be assigned by the Head of Maintenance and Grounds or the School Business Administrator or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Personnel and the terms of the Holmdel Township Board of Education/Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting  
**DATE:** March 17, 1993  
**REVISED:** June 14, 1995  
**REVISED:** June 10, 2009