



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Job Description

Job Title: Maintenance Worker (Building)
Department: Buildings & Grounds
Reports To: Operations Foreman
Salary Guide: WPSA
Prepared By: Patrick Duncan
Prepared Date: January 16, 2020

SUMMARY: Maintains the West Windsor-Plainsboro Schools and supporting structures by performing the following duties, as well as other duties assigned by the supervisor deemed necessary for the wellbeing of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the following. Other duties may be assigned.

- Remove snow and ice from building parking lots, sidewalks and steps as needed.
- Moves furniture, equipment and school supplies on an as needed basis.
- Light plumbing repairs to toilets, sinks, and drains as needed.
- Maintain daily maintenance equipment as needed.
- Minor electrical repairs.
- Fill potholes in driveways and parking lots as needed.
- Transports trash waste and recycling to disposal area.
- Replant dead shrubs and trees and prune trees as needed.
- Transporting equipment and supplies to other locations when needed.
- Knowledge of HVAC.
- Ability to perform custodial duties as deemed necessary.
- Observe the rules of safety at all times during the operation of assigned

tasks.

- Maintain work area in a clean and safe condition.
- Leave work area, mechanical rooms, and storage areas in a clean and safe condition on completion of assignment.
- Other duties may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum High School diploma or equivalent
2. Experience in building maintenance preferred
3. In possession of a valid Black Seal Boiler Operator's license or higher or must attain license within twelve (12) months after date of hire
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Minor mechanical aptitude

EQUIPMENT SKILLS: Must be able to use the following equipment: small power tools wet vacuum and mops, carpet extractor, vacuum, scrubber/buffer, hand truck, hand tools, auto scrubber, dolly, ladder, lawn equipment, snow blower, snow shovel, lawnmower, pruner and edger. Any other equipment that may be deemed necessary to complete assignment.

LANGUAGE SKILLS: Ability to read and write and comprehend simple instructions, short correspondence, and memos.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling

and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

TERMS OF EMPLOYMENT: Twelve month contract; WWPSA.

Board Approval Date: 1/28/2020

Certified by: : 
Director of Human Resources