



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Job Description

Job Title: Maintenance Mechanic
Department: Buildings & Grounds
Reports To: Operations Foreman
Salary Guide: WWPSA
Prepared By: Patrick Duncan
Prepared Date: January 21, 2020

SUMMARY: Repairs and maintains grounds equipment, maintains departmental vehicles and district-wide building systems. Performs minor construction under the direction of the supervisor. Fills in as a custodian and assumes those assigned duties where necessary on a temporary basis. Performs all duties requested by his supervisors deemed essential for the wellbeing of the School 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.

- Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.
- Dismantles devices to gain access to and remove defective parts.
- Tests and inspects engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.
- Perform routine engine maintenance, such as lubricating parts and replacing spark plugs
- Repairs or replaces defective parts such as magnetos, water pumps, gears, pistons, and carburetors, using hand tools.
- Test and inspect engines for malfunctioning parts.
- Light plumbing repairs, such as problems with sinks, toilets, drains, etc.
- Carpentry repairs involve repair or replacement of doors, roof repairs and gutter repairs.

- Masonry work is performed from minor repairs to full sidewalk areas.
- Performs duties to maintain sports fields.
- Helps with the receipt or delivery of district wide supplies when needed.
- Required to perform outside work including but not limited to grass cutting, pruning and trimming of shrubs and trees, weeding, snow removal
- Any other duties required by their supervisors deemed for the good of the school district.

QUALIFICATIONS:

1. Minimum High School diploma or equivalent.
2. Ability to operate all district equipment not requiring a CDL.
3. Advanced mechanical aptitude.
4. 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
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

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