

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Maintenance Technician
Reports To: Director of Buildings and Grounds
Contract Terms: 12 Month Individual Contract, Benefits Eligible

Qualifications:

- Experience in schools or plant maintenance or the skilled trades.
- Possess a Black Seal low Pressures Boiler's License.
- Possess a valid US driver's license.
- Ability to operate and care for power equipment, machinery and tools.
- Ability to establish and maintain positive working relations with supervisors and coworkers.
- Ability to respond to emergency situations quickly and effectively.
- Ability to work unassisted at times.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Job Goal: To maintain district equipment and facilities in peak operating order so full educational use may be achieved at all times.

Performance Responsibilities:

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw diagrams as needed.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

Inspections/Records:

- Maintains records of building plans and specifications.
- Performs on-site examinations of buildings and grounds on a quarterly basis for fire, safety, insurance, maintenance, and custodial purposes, and prepares written reports of such inspections for the Business Administrator's review.
- Provides for other periodic inspections as required by administrative code. Is responsible for the District's Right-to-Know, IPM, IAQ and AHERA programs.

Other Performance Responsibilities:

- Performs General Repairs in the following categories: general building, plumbs, heating, and grounds.
- Completes work orders for corrective maintenance as assigned by the Supervisor.
- Assists in the implementation of preventive maintenance programs as assigned by the supervisor.
- Maintains all workshop areas in an orderly and clean manner.
- Returns all areas in which work is performed to its prior condition.
- Is able to account for all district-owned tools and items of equipment, and keeps them clean, safe and operable.

- Agrees to abide by district work rules.
- Complete and submit daily productivity reports and/or work orders to the Director of Buildings and Grounds.
- Performs any additional duties as may be assigned by the Director of Buildings and Grounds.

Terms of Employment:

- Full-time twelve-month position based on annual salary.
- Hours per day to be established by the Board of Education.

Evaluation:

- In accordance with state regulations and Board of Education policy.

Board Approval: May 12, 2011

Board of Education Approved Revision: May 17, 2023