



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

**I Title:** Maintenance

**II Qualifications:**

- A. Black Seal License
- B. Minimum experience as determined by the board
- C. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
- D. Ability to read, write and communicate effectively
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III Primary Function:** To provide a safe, clean and comfortable school environment.

**IV Reports to:** Supervisor of Buildings & Grounds/Business Administrator

**V Major Duties and Responsibilities:** Under the direction of the Supervisor of Buildings and Grounds or Business Administrator, he/she shall carry out various types of building services within the school building and on the school grounds, such as but not necessarily limited to:

**A. General Repairs**

- 1. Repairing or replacing plumbing fixtures such as faucets, flushometers, bubblers, and valves.
- 2. Repairing light fixtures to include; minor installation, replacing ballasts, minor repair of wiring, and interior and exterior mounting lighting.
- 3. Repairs to ventilators and air handlers to include: replacing of motors.
- 4. Repairs and replacing of motors on exhaust fans: internal and roof mounted.
- 5. Repair of heating hot water circulator pump and water pumps.
- 6. Repair and assembly of furniture, cabinets, and casements.
- 7. Repair installation of doors and door hinges and or adjusting of door checks, assemblies, panic bars, and hardware.
- 8. Repair, removal, and installation of doors, door locks, knobs, and assemblies.
- 9. Snaking and clearing of clogged drains and lines.
- 10. Perform carpenter duties when needed.
- 11. Keeping work areas clean, organized and neat.
- 12. Caring of a variety of other similar types of maintenance jobs.

## GROUNDS MAINTENANCE

**B. Preventive Maintenance and Services**

1. Servicing on exhaust fans to include: belts, oiling greasing, inspecting squirrel cages and housings.
2. Servicing air handlers to include: belts, oiling motors, greasing, changing filters, and inspecting for cleanliness and proper operation.
3. Servicing unit ventilators to include: belts, oiling motors, greasing, changing filters, and inspecting for cleanliness and proper operation.
4. Servicing ejector pumps and sump pumps to include: oiling motors, greasing and inspecting for cleanliness and proper operation.
5. Maintaining district records and filling out reports.
6. Troubleshooting problems and/or potential problems with equipment or systems.

**C. Grounds Related Services** - Tasks within the district which could be seasonal in nature:

1. Sweeping or blowing off sidewalks, driveways, and hard surfaced-parking areas and playground equipment areas.
2. Snow plowing, shoveling snow, removal of ice salting of the above areas.
3. Picking up paper and debris on grounds and dumping trash.
4. Conducting inspection on playground equipment, fences, and grounds for safety.
5. Weeding and planting (if required, but not to be done on a regular basis).
6. Mowing, edging, watering, and leveling of ground.
7. Assisting in removing and installing plows and mower for either purpose.
8. Assisting in the minor repairs and servicing of vehicles.
9. Repairing playground equipment.

**D. Other:**

1. Deliveries and courier for messages packages between schools and off grounds.
2. Assist in traffic duty when required.
3. All tasks performed by custodians (see Custodian Job Description).

**E. All other tasks, within reason, whether designated or not designated, which would facilitate the smooth and safe operation of the school building or its facilities when requested by a superior.**

**VI Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

**VII Evaluation:** Annually by primary supervisor as designated by law, policy, and contract.