
TITLE: TRADESMAN – GENERAL MAINTENANCE

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Possess a valid New Jersey Driver's License
4. Proficient in two (2) of the following trades with a working knowledge of the remainder:
 - a. Demolition
 - b. Carpentry
 - c. Masonry
 - d. Ceiling tile and support systems
 - e. Painting
 - f. Plumbing
 - g. Glazing
 - h. Floor tiling
 - i. Roofing
 - j. Air Conditioning and Heating-
 - k. Electrical (running cabling)
5. Possess basic computer knowledge with ability to process work orders and related information and on a computer
6. Ability to operate power tools and or equipment
7. Ability to estimate materials for proper completion of task as well as establishing time requirements and proper staffing for project.
8. Must have good manual dexterity and hand-eye coordination. Strong decision-making, problem-solving and analytical skills are required for troubleshooting maintenance issues and resolving emergencies. Proficiency in math and understanding of plumbing, electricity and HVAC systems is essential for this position.
9. Ability to meet Essential Job Task requirements
10. Requires a criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Maintenance foreman, Facility Engineer, Superintendent and or his/her designee

JOB GOAL: To provide a safe and clean educational environment compliance with district, state, and federal regulations

PERFORMANCE RESPONSIBILITIES:

1. Directly reports to any Superintendent and or his/her designee, Facilities Foreman or Engineer
2. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by Superintendent and or his/her designee.

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3. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
4. Shall perform all duties in a professional and efficient manner. Cooperation with any/all facilities supervisors and co-workers is essential for this position.
5. Shall wear uniform and Identification provided by the Board of Education.
6. Assist in snow removal operations
7. Shall perform duties assigned by Maintenance Foremen, District Engineer, Superintendent and or his/her designee, such as, but not limited to:
 - a. Carpentry
 - b. Masonry
 - c. Painting
 - d. Demolition
 - e. SAT ceilings
 - f. Tiling
 - g. Lay out job assigned and complete same in a professional manner
 - h. Maintenance of air conditioning and heating apparatus
 - i. Electrical – pull wiring- Assist Tradesman
 - j. Plumbing- Assist Tradesman
8. Perform any other tasks assigned by the Superintendent and or his/her designee including work with departments within the Maintenance Department
9. Perform any other tasks assigned by the Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Adopted by: Toms River Regional Schools

Date:

Revision: February 21, 2018