

WARREN HILLS REGIONAL

MAINTENANCE MECHANIC

I. Position Title: Maintenance Mechanic

Qualifications:

1. High school diploma or equivalent
2. Valid New Jersey driver's license with a clean record
3. Good health, moral character and the physical ability to handle all aspects of the job requirements.
4. Ability to read, write and communicate effectively with staff, students and the community.
5. Experience with computers/software applications.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Comprehensive knowledge in the following maintenance categories (electrical, plumbing, HVAC, carpentry, masonry and roofing).

Reports to: Building Administration/Director of Buildings & Grounds

Job Goal: To maintain and repair all aspects of the districts buildings, equipment and furnishings.

Performance Responsibilities:

- A. To perform repairs, maintenance and preventative maintenance of buildings, equipment and furnishings as directed.
- B. To make recommendations for contractor repair services to the Director of Buildings & Grounds.
- C. To work in cooperation with the Head Custodian and Building Administrator in the development of the budget, the ordering of parts, equipment and supplies as they relate to maintenance.
- D. To requisition, receive and inventory spare and replacement parts for equipment, building systems and furnishings.
- E. To make inspections, services and repairs of buildings, equipment and furnishings in accordance with the building preventative maintenance schedule.
- F. To respond to all requests for assistance from other maintenance personnel, Building Head Custodian, Director of Buildings & Grounds and Building Administrator.
- G. To coordinate all maintenance tasks with the Building Head Custodian, Director of Buildings & Grounds and Building Administrator.
- H. Assist in the development and implementation of the preventative maintenance system including use of a work order system.
- I. Prepare maintenance job lists for vacation periods and for budget preparation purposes.

J. Control inventory of spare parts.

K. Performs other duties which may be within the scope of employment as assigned by the Superintendent or designee.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Adopted: March 2, 2021