

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
Maintenance "A"

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**Date of Adoption:** November 18, 2021

**JOB TITLE:** Maintenance "A"

**REPORTS TO:** The Maintenance "A" employee receives daily direction from the Director of Buildings and Grounds, the Director of Operations and Special Projects, and/or Designee.

**NATURE AND SCOPE OF JOB:**

Maintenance "A" employees perform a variety of tasks in connection with the maintenance and repair of school district buildings and facilities, fixtures, equipment, appliances, and grounds, including moving and installation of school and office equipment and furniture.

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. State License in field of expertise.
3. Minimum of four (4) years of experience in a related area.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Valid NJ driver's license.
6. Black Seal license (One-year time allowance to obtain).
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.

**KNOWLEDGE & CRITICAL SKILLS:**

1. Ability to communicate with others.
2. Ability to speak fluent English and be understood under normal circumstances.
3. Ability to read basic operating instructions and write reports.
4. Ability to use small power and common hand tools.
5. Demonstrate aptitude for completion of assigned tasks.
6. Use of safety practices in equipment handling and the use of tools.
7. Recognize conditions that are safety hazards or require the attention of skilled-craft personnel and report these conditions via established reporting procedures and software.

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**EMPLOYMENT TERMS:**

Twelve-month position.

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the International Brotherhood of Teamsters, Local 469.

**JOB RESPONSIBILITIES:**

1. Arrive to work on time dressed in a clean uniform, safety shoes, professionally and neatly groomed, and ready to work.
2. Be responsible to the Principal and the Director of Buildings and Grounds for the working operation of the assigned building.
3. Report to scheduled school with the proper equipment to address mechanical, electrical, plumbing, carpentry or maintenance tasks.
4. Requisition maintenance supplies as necessary to keep minimal quantity on site.
5. Maintain an inventory and recommend purchase of suitable tools and equipment.
6. Complete software work order forms and schedule work orders according to priority.
7. Process work orders through software to capture time and costs.
8. Clean and maintain all boilers and other mechanical equipment.
9. Report all major repairs needed.
10. Prepare sketches, estimates, and material list needed for specific jobs.
11. Perform snow removal and de-icing.
12. Maintain adequate safety measures and follow legal restrictions in the performance of the work.
13. Set an example for the other maintenance employees in regard to neatness of appearance, friendly relations with other school employees, courtesy to the public, and devotion to the job.
14. Continually improve technical expertise in work procedures and practices and also in licensed field.
15. Attend in-service training, as required.
16. Evaluate maintenance products.
17. Assist with the training of new personnel.
18. Perform all other duties and responsibilities assigned by the Director of Buildings and Grounds and/or Designee.

The list of duties above does not constitute an exclusive listing of the functions but merely sets forth guidance in some of the duties of the position.

**PHYSICAL REQUIREMENTS:**

Individuals must be physically able to perform efficiently the duties of the position. Any physical condition, which would cause the employee to be a hazard to them self or others, is considered disqualifying. The following are general physical requirements for the position.

1. Good distance vision and ability to read without strain printed material the size of typewritten characters is required (glasses permitted).
2. Ability to hear the conversational voice with or without a hearing aid is required.

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3. 100% use of arms, hands, legs, feet, shoulders and back or sufficient use of arms, hands, legs, feet, shoulders and back to accomplish the job.
4. Strength and endurance as required to perform sustained medium-heavy category labor and to lift and move objects weighing up to 75 pounds safely. Ability to stand for long periods of time.
5. Work requires flexibility and agility to perform a variety of physical labor, including ability to climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, walk, stand, push, pull, lift, grasp, reach with hands and arms, use fingers to handle objects, operate tools, computers and/or controls, and the ability to perform repetitive motions during an eight-hour shift.
6. Ability to shovel snow.
7. Ability to dig or trench.
8. Individual must be capable of being exposed to inside and outside environmental conditions, hazards, and atmospheric conditions during the performance of their duties.

If these physical requirements change, then a functionality evaluation will be administered through the Board of Education for continuation of service.

**EVALUATION:**

The Director of Buildings and Grounds and/or designee shall evaluate the Maintenance “A” employee in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.