

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Business/Plant
Operations
Non-Certified**

TITLE: Maintenance Mechanic/HVAC Mechanic

QUALIFICATIONS:

1. Satisfactory physical condition so as to perform manual tasks requiring moderate physical strength.
2. Must have a background in the following areas:
 - a. Electrical and HVAC troubleshooting
 - b. Repair of equipment associated with school facilities or plant systems.
 - c. Working knowledge of commercial air conditioning and refrigeration equipment.
3. Universal air conditioning license is required.
4. Valid NJ License in good standing.
5. Education or practical experience in school or plant maintenance or skilled trades.
5. Valid Black Seal Boiler License or eligible to obtain the license within two years of employment.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Business Administrator or Director of or
Supervisor/Assistant of Buildings and Grounds

JOB GOAL: To provide the district with a building maintenance program that will assist in obtaining maximum use of facilities.

**PERFORMANCE
RESPONSIBILITIES:**

In order to fulfill his/her professional responsibilities, the Maintenance Mechanic/Electrician shall assist the Business Administrator or Director of or Supervisor/Assistant of Buildings and Grounds in any of following areas:

1. Perform preventive maintenance on a regularly scheduled basis of all equipment in the district.
2. Make repairs in any of the following areas:
 - a. HVAC
 - b. Electricity
 - c. Equipment repair
3. Work unassisted at most times and complete all work in a timely manner.
4. Follow oral and written instructions in the conduct of the job.
5. Analyze each task in advance for tool and material needs.
6. Maintain school-owned vehicles and grounds equipment.
7. Respond to all emergency situations quickly, safely and effectively.
8. Remove snow and ice, and spread salt and sand on all parking lots, driveways, sidewalks, and access roads of the district and bus loops, if necessary.
9. Held accountable for all district tools and to maintain the tools in a clean and orderly manner.
10. Transport equipment between district sites, when necessary.
11. Complete a work log of activities each day and submit to the log to the Director of or Supervisor/Assistant of Buildings and Grounds.
12. Establish and maintain positive working relations with supervisors, fellow workers, and teaching staff.

Other

13. For security purposes, may be required to wear a standard uniform selected by the district.
14. Complies with all required/mandated training programs and updates.
15. Performs other duties related to the efficient operation of the school building as assigned by the designated Supervisor/Assistant of Buildings and Grounds.

TERMS OF

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

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the Board's policy on evaluation of non-certified personnel.

APPROVED BY: Clinton Township Board of Education

ADOPTED: