

## **EAST RUTHERFORD BOARD OF EDUCATION**

### **JOB DESCRIPTION**

**TITLE:** MAINTENANCE CUSTODIAN

**QUALIFICATIONS:**

1. BLACK SEAL LICENSE
2. KNOWLEDGE OF WOODWORKING EQUIPMENT USE.
3. ABILITY TO ACCEPT AND PERFORM ADDITIONAL RELATED DUTIES AS REQUIRED ON OCCASION OR IN AN EMERGENCY.
4. ABILITY TO OPERATE MAINTENANCE EQUIPMENT AND VEHICLES.
4. POSSESS NJ-CDL WITH S-ENDORSEMENT
5. REQUIRED CRIMINAL HISTORY BACKGROUND CHECK AND PROOF OF U.S. CITIZENSHIP OR LEGAL RESIDENT ALIEN STATUS

**REPORTS TO:** SUPERINTENDENT, BUSINESS ADMINISTRATOR

**JOB GOAL:** TO PROVIDE BUILDING AND EQUIPMENT MAINTENANCE AND REPAIR AND MONITOR AND COORDINATE SCHOOL BUS MAINTENANCE PROGRAMS.

### **PERFORMANCE RESPONSIBILITIES:**

1. MISCELLANEOUS GENERAL MAINTENANCE AND REPAIRS OF BUILDINGS, EQUIPMENT AND GROUNDS WHICH MAY INCLUDE:
  - PLUMBING WORK
  - CARPENTRY
  - SCAFFOLDING
  - LOCK REPAIR & INSTALLATION
  - GENERAL MAINTENANCE EQUIPMENT REPAIR
  - FURNITURE REPAIR
  - BRUSH AND SPRAY PAINTING
  - CONCRETE AND MASONRY WORK
  - LANDSCAPING/SNOW REMOVAL
  - EQUIPMENT DESIGN AND DEVELOPMENT
  - ELECTRICAL REPAIRS AND MAINTENANCE, AS APPROPRIATE
2. TRANSPORTATION – VEHICLE MAINTENANCE COORDINATOR
  - MAINTAIN EFFECTIVE, ECONOMICAL AND PREVENTIVE MAINTENANCE PROGRAM AND MAINTENANCE SCHEDULES FOR ALL SCHOOL VEHICLES
  - DETERMINE THAT VEHICLE MAINTENANCE, REPAIR AND REHABILITATION WORK IS ASSIGNED TO THE PROPER REPAIR FACILITY TO ENSURE THAT EACH VEHICLE IS RETURNED TO SERVICE AS QUICKLY AS POSSIBLE.

- DETERMINE THROUGH PERSONAL SUPERVISION OF DRIVER REPORTS THAT ALL MAINTENANCE, REPAIR AND REHABILITATION OF VEHICLES ARE ACHIEVED WITHIN ESTABLISHED TIMELINES.
  - DETERMINE THE NEED FOR GENERAL MAINTENANCE OF ALL VEHICLES ON A DAILY BASIS AND ENSURES THAT ALL PREVENTIVE MAINTENANCE IS PERFORMED.
  - MAINTAINS RECORDS OF ALL VEHICLE MAINTENANCE AND STATUS.
3. WORK COLLABORATIVELY WITH HEAD CUSTODIAN IN ADDRESSING ANY MAINTENANCE OR REPAIR CONCERNS/ISSUES THAT MAY ARISE.
  4. ASSUME SUCH OTHER RELATED RESPONSIBILITIES AND DUTIES AS MAY BE ASSIGNED.

**TERMS OF EMPLOYMENT:** SALARY AND WORK YEAR TO BE DETERMINED BY THE BOARD OF EDUCATION.

**EVALUATION:** PERFORMANCE OF THIS JOB WILL BE EVALUATED IN ACCORDANCE WITH PROVISIONS OF THE BOARD'S POLICY

BOE APPROVED : 2/23/12

#### LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	CRIMINAL HISTORY RECORD
N.J.S.A. 18A:16-1	OFFICERS AND EMPLOYEES
N.J.S.A. 18A:16-2	PHYSICAL EXAMINATIONS; REQUIREMENT
N.J.S.A. 18A:17-3-4	TENURE OF JANITORIAL EMPLOYEES
N.J.S.A. 18A:17-41	RULES AND REGULATIONS GOVERNING JANITORIAL EMPLOYEES
N.J.S.A. 18A:36-3	DISPLAY OF FLAG
N.J.S.A. 18A:41-1	FIRE DRILLS
N.J.S.A. 18A:41-2	FIRE AND SMOKE DOORS CLOSED
N.J.S.A. 34:5A-1 ET SEQ.	N.J. WORKER AND COMMUNITY RIGHT TO KNOW ACT
N.J.S.A. 34L7-1	LICENSE NECESSARY
N.J.A.C. 6:8-4.9(A) 6	HEALTH AND SAFETY
N.J.A.C. 6:8-4.9(A) 7	COMPREHENSIVE MAINTENANCE PLAN
N.J.A.C. 6:8-4.9(A) 7II(6)	SCHOOL VISITS
N.J.A.C. 6:22-7	LONG RANGE FACILITIES PLANS
N.J.A.C. 6:29-7.4	REQUIREMENTS OF PHYSICAL EXAMINATIONS
N.J.A.C. 12:90-3.4,3.5	LICENSE FOR HIGH AND LOW PRESSURE BOILER OPERATORS
N.J.A.C. 12:100-4.2	ADOPTION BY REFERENCE

BLOODBORNE PATHOGEN STANDARD, 29 C.F.R. 1910.1030

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET SEQLICY ON  
EVALUATION OF NON-CERTIFIED STAFF.

**APPROVED BY: Board of Education 2/23/12**