

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

**TITLE:** *General Maintenance*

**Qualifications:** 1/ Must hold acceptable NJ Black Seal License within one year of appointment; 2/ Good oral and written communication skills; 3/ Excellent customer service skills; 4/ Must be capable of working in an environment in which demands and priorities change rapidly; 5/ Must be self-motivated, aware of surroundings and detail oriented; 6/ Demonstrated ability to function effectively in a diverse school community; 7/ Demonstrated aptitude or competence for Key Duties; 8/ Ability to work cooperatively with other members of the school staff under the direction of the school principal; 9/ Ability to keep necessary records; 10/ Ability to maintain a neat personal appearance and a friendly, cooperative attitude with school personnel, students, PTA, PTSO and the general public; ability to fulfill all other duties as outlined in the Operational Handbook for Custodial and Maintenance Employees; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

**Responsible to:** School Principal, and/or Director of Buildings & Grounds, and/or Head Custodian

**Primary Function:** Assigned as needed: Assist in Grounds and Equipment Maintenance

**Illustration of Key Duties:** 1/ Assist or substitute for maintenance or custodial personnel; 2/ assist or substitute in operation of reproduction center; 3) observe good fire prevention, safety and security rules and practices; 4) provide proper care of the grounds, including lawns, shrubs, walks and driveways; 5) receive, check in if required, and store all school supplies under the direction of a designated person of the school staff; 6) maintain necessary records for the adequate operation of the district; 7) follow all environmental rules, use safety gear; 8) maintain boilers; 9/ Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the school, 10/ Fulfill all other duties as outlined in the Operational Handbook for Custodial and Maintenance Employees; 11/ Works within the context of all board policies, administrative directions and state laws/regulations, 12/ Keeps supervisors informed of problems, events and any conditions requiring further attention, 13/ Aligns work priorities with the district and their supervisor's standards and objectives, 14) assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties.

**Terms:** 12 month, salary and benefits as per the MEA agreement Line C and board policy.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established 1992  
Revised: 2006, 2011