

JOB DESCRIPTION

JOB TITLE: MAINTENANCE / BUILDING MAINTENANCE WORKER

MPS POSITIONS (PC#): (224)

GENERAL DESCRIPTION:

Performs skilled multi-craft work to maintain and repair physical structure and associated equipment of school buildings. Work performed would include: carpentry, plumbing, electrical, HVAC, structural and mechanical installations and repair.

QUALIFICATIONS:

New employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- High School Diploma or General Education Certificate (GED).
- 5 Years of multi-trade experience in facilities maintenance or construction preferred.
- Valid Driver's License.
- Must read/write English.

REPORTS TO: Facilities Manager and/or School Business Administrator

PERFORMANCE RESPONSIBILITIES: NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Installs, repairs, and maintains machinery, plumbing, electrical wiring, fixtures and physical structure and of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using hand and power tools normally associated with this work.
- Inspects machinery and mechanical equipment for defects.
- Installs, repairs, and replaces plumbing fixtures, gauges, valves, pressure regulators, and other plumbing equipment. Opens clogged drains.
- Diagnoses and repairs electrical wiring, receptacles, lighting ballast, motors and controls.
- Constructs and repairs partitions and other wooden structures, using saws, drills and appropriate materials and tools.
- Replaces and repairs brick and plaster walls, using appropriate materials and tools.
- Operates gas- or arc- welding and cutting equipment.
- Maintains a clean and safe work area.
- Observes and promotes safe work practices and procedures at all times; Uses and wears safety and/or protective equipment, as appropriate.
- Attends in-service training to develop and improve knowledge and skills of a proficient mechanic.
- Adheres to proper cleaning methods, storage and proper care of equipment and supplies.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Expected to work hours outside of regular shift schedule including responding to weather, snow and other emergencies after hours
- Removes snow and spreads sand or salt, either by hand or by machine.
- Reports all accidents and/or potential hazards to the Maintenance Supervisor immediately, or as soon as reasonably possible.
- Complies with and supports school and district regulations

- Performs other duties as assigned by the Maintenance Supervisor or Facilities Manager in accordance with district policies and practices in support of school or district operations.
- Retrieves and Manages Electronic and Paperwork orders and repair tickets.
- Uses appropriate personal protective equipment such as gloves, goggles, fall restraint belts, and back braces.
- Maybe required to perform any of the duties of any workers under the MBOE BMWA contract including custodial, warehousing, or grounds maintenance duties.

EVALUATION:

The performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Support Services Association and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Public Schools Association of Building Maintenance Workers in Affiliation with NJ Civil Service Association Council 18.

APPROVED BY :

DATE:

KM
8/14/25

RWD
8/14/25

8/14/25

AUG 18 2025