

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Maintenance Staff

- QUALIFICATIONS:**
1. Knowledge, experience, aptitude and demonstrated competency to successfully fulfill performance responsibilities.
 2. Demonstrated organizational, communication and interpersonal skills
 3. Possess and maintain a valid New Jersey driver's license.
 4. Possess and maintain the physical ability to perform the minimum job functions of this position with reasonable accommodations.
 5. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with statute and board policy.
 7. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL: To provide maintenance and other support services for the efficient operation of the Commission's programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Opens the Administration Building at 7:30 AM each work day and closes at 4:00 PM. Before closing, ensures that doors and windows are secured and lights are turned off in all unoccupied spaces.
2. Keeps Administration Building and premises neat and clean at all times.
3. Cleans and vacuums corridors as scheduled
4. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
5. Cleans and sanitizes drinking fountains daily.

6. Cleans dining areas after use.
7. Regularly inspects all facilities, vehicles and trailers for vandalism, damage, unsafe conditions and repair needs and reports same to the School Business Administrator/Board Secretary.
8. Completes work orders as assigned by the School Business Administrator/Board Secretary.
9. Makes minor repairs and performs other maintenance tasks within ability.
10. Maintains and implements a maintenance plan for all vehicles including state inspections, preventive and periodic maintenance tasks and cleaning.
11. Vacuums carpets and cleans instructional units as directed and as opportunity permits.
12. Unloads and moves furniture, equipment and supplies.
13. Sets up and takes down equipment and furnishings as needed for various activities at the Commission's facilities.
14. Makes deliveries and pick-ups as needed.
15. Responds and attends to emergencies promptly, including days off, when necessary.
16. Maintains work areas in a neat and clean manner with sufficient supply of materials and equipment to complete assigned tasks efficiently.
17. Assists with snow removal and other emergencies as directed by the School Business Administrator/Board Secretary.
18. Performs any other tasks as assigned by the Superintendent or School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve month work year. Work schedule, assignment and compensation to be established by the Board of Directors where applicable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code and Board policy.

Board Approval

Initial: 4/5/2006

Revised: 4/4/2007