

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Maintenance Worker/Groundskeeper**

### **QUALIFICATIONS:**

1. Certification of good health signed by a licensed physician
2. High school or vocational/technical school diploma or equivalent
3. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities
4. Such other qualifications as may be specified

**REPORTS TO:** Supervisor of Maintenance and Operations

### **RESPONSIBILITIES:**

1. Estimate materials for work projects and report needs to Supervisor of Maintenance and Operations
2. Apply more than one skill to various maintenance projects when necessary
3. Ability to operate all school vehicles (i.e., plows, trucks, vans, tractors, etc.)
4. Assume grounds-keeping chores
5. Report to supervisor immediately after work project is completed
6. Move furniture or equipment, as required for various activities
7. Substitute for custodian when needed
8. Deal with emergency repairs, as directed by the Supervisor of Maintenance and Operations
9. Maintain a high level of safety, cleanliness, and efficiency
10. Perform other assigned tasks as established by the Supervisor of Maintenance and Operations or Business Administrator