

BYRAM TOWNSHIP SCHOOL DISTRICT

Business/Plant Operations

TITLE: FACILITIES MAINTENANCE TECHNICIAN

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possession of a valid New Jersey Low Pressure Boiler Operator's License—Black Seal—at the time of hire. The license must be maintained throughout employment. This requirement is mandatory and may not be waived.
3. Demonstrated experience performing general building maintenance and minor repairs. School facilities experience preferred.
4. Working knowledge of basic carpentry, painting, plumbing repairs, building equipment, and preventive maintenance procedures.
5. Ability to safely operate hand tools, power tools, and grounds maintenance equipment appropriate to assigned duties.
6. Ability to perform the essential functions of the position, with or without reasonable accommodation, including indoor and outdoor work, climbing ladders, bending, kneeling, and safely moving tools, supplies, and equipment.
7. Ability to read, write and communicate effectively
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Buildings and Grounds Supervisor (Maintenance Supervisor in B&G Supervisor absence)

JOB GOAL: To support a safe, functional, and well-maintained learning environment through routine maintenance, preventive maintenance, and minor repairs to BTSD buildings and equipment, with supplemental light custodial and groundskeeping duties.

PERFORMANCE RESPONSIBILITIES:

Building Security:

1. Assists with opening/closing the building. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Building Maintenance/Custodial Duties:

1. Completes assigned maintenance work orders and reports completed work, outstanding needs, and conditions requiring additional attention to the Buildings & Grounds Supervisor.
2. Performs routine repairs to doors, hardware, furniture, shelving, walls, ceilings, and similar building components within the employee's training and qualifications.
3. Performs painting, patching, caulking, basic carpentry, and minor plumbing repairs as assigned.
4. Assists with scheduled preventive maintenance, including filter changes, lubrication, cleaning of accessible equipment components, and visual checks of building systems.
5. Operates and checks boilers within the scope of the required Black Seal license; maintains required operating records and promptly reports unsafe conditions or equipment malfunctions.
6. Monitors heating, ventilation, and air-conditioning equipment as assigned; makes authorized routine adjustments and reports problems requiring specialized service.
7. Checks assigned building areas for leaks, damage, malfunctioning equipment, and other maintenance or safety concerns.

8. Performs work only within the scope of the employee's training, authorization, and licenses. Refers repairs requiring specialized trades, additional licensing, or outside service to the Buildings & Grounds Supervisor.
9. Assists with moving and assembling furniture, equipment, and supplies, using appropriate equipment or assistance.
10. Keeps maintenance work areas, tools, and storage spaces clean, organized, and secure. Reports supply needs and damaged or unsafe equipment.
11. Performs light custodial duties as assigned, including spot cleaning, spill response, limited trash removal, restroom touch-ups, and replenishment of supplies. Cleans areas affected by maintenance work.

Grounds Maintenance:

1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Performs grounds-keeping chores including grass cutting, tree trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other:

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Mandatory overtime including inclement weather, graduation, event setup/breakdown.
3. Performs related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

Annual

evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved Date: