

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Maintenance Lead Worker
- REPORTS TO:** Supervisor of Buildings and Grounds
and/or Maintenance Working Foreman
- SUPERVISES:** Maintenance Worker
- QUALIFICATIONS:** Ability to read, write and communicate effectively
High school diploma or equivalent training
Black Seal License
Valid New Jersey driver's license
Good physical health and ability to perform assigned tasks
Required criminal background check and proof of US
citizenship or legal resident status
- JOB GOAL:** To maintain grounds property clean, safe and comfortable
school/office environment

PERFORMANCE RESPONSIBILITIES:

1. Establishes and enforces operating procedures and work standards that will ensure adequate performance and personnel safety.
2. Inspects completed work to ensure conformance to specifications, standards and contract requirements.
3. Monitors project activities to ensure that instructions are followed, deadlines are met and schedules are maintained.
4. Provides workers with assistance in performing duties as necessary to meet deadlines.
5. May at times be required to assume responsibilities of the Maintenance Foreman.
6. Operates powered equipment such as movers, tractors, snow blowers, chain saws, electric clippers, sod cutters and pruning saws.
7. Mows and edges lawns, using power movers and edgers.
8. Removes snow and ice and applies sand and salt as appropriate to walks, driveways, parking areas and steps.
9. Cares for established lawns by mulching, aerating, weeding, grubbing and removing thatch, trimming and edging around flowerbeds, walks and walls.

Maintenance Lead Worker (continued)

10. Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers and axes,
11. Maintains and repairs tools, equipment and structures such as buildings, greenhouses, fences and benches, using hand and power tools.
12. Provides proper upkeep of sidewalks, driveways, parking lots and other ground features.
13. Cares for and upkeep of all schools and athletic fields.
14. Installs goals and seating, prepares fields for baseball, softball, soccer and football.
15. For proms, graduation and PTA: delivers items to necessary areas; constructs stage and seating for graduation; pick-up and storage.
16. Replaces or repairs locks.
17. Repairs broken furniture and equipment.
18. Pointing brick and stone work.
19. Repairs defective window shades and blinds.
20. Patches floors.
21. Patches and repairs roofs.
22. Maintains school vehicles.
23. Other jobs as the need indicates consistent with maintenance and construction.
24. Maintains time and production records.

2/09

Approved: 5/12/09

JD/Maintenance