

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

- TITLE:** Maintenance Worker
- REPORTS TO:** Supervisor of Building and Grounds  
and/or Maintenance Working Foreman
- 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. Operates powered equipment such as movers, tractors, snow blowers, chain saws, electric clippers, sod cutters and pruning saws.
2. Mows and edges lawns, using power movers and edgers.
3. Removes snow and ice and applies sand and salt as appropriate to walks, driveways, parking areas and steps.
4. Cares for established lawns by mulching, aerating, weeding, grubbing and removing thatch, trimming and edging around flowerbeds, walks and walls.
5. Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers and axes.
6. Prunes and trims trees, shrubs and hedges, using shears, pruners or chain saws.
7. Maintains and repairs tools, equipment and structures such as buildings, greenhouses, fences and benches, using hand and power tools.
8. Provides proper upkeep of sidewalks, driveways, parking lots and other ground features.
9. Cares for and upkeep of all schools and athletic fields.
10. Installs goals and seating, prepares fields for baseball, softball, soccer and football.

Maintenance Worker (continued)

11. For proms, graduation and PTA: delivers items to necessary areas; constructs stage and seating for graduation; pick-up and storage.
12. Replaces or repairs locks.
13. Repairs broken furniture and equipment.
14. Pointing brick and stone work.
15. Repairs defective window shades and blinds.
16. Patches floors.
17. Patches and repairs roofs.
18. Maintains school vehicles.
19. Other jobs as the need indicates consistent with maintenance and construction.

2/09

Approved: 5/12/09

JD/Maintenance