

PARSIPPANY- TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Master Craftsman

REPORTS TO: Supervisor of Buildings and Grounds and/or Operations Manager

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
Willing and able to acquire any certifications deemed necessary by the district

JOB GOAL: To be responsible for the ongoing maintenance and upkeep of all buildings

PERFORMANCE RESPONSIBILITIES:

1. Repairs and/or replaces all styles of doors and door hardware.
2. Repairs and/or replaces windows and window hardware as needed.
3. Performs all levels of carpentry work from rough in work to finished product.
4. Build cabinets and shelving as needed.
5. Repair and install roofing throughout the District as needed.
6. Provide all levels of painting services for interior and exterior of the facilities.
7. Plans and executes all levels of concrete repairs and installations as needed.
8. Repair and/or install linoleum, VCT and ceramic tiles.
9. Operate power tools, powder actuated tools and basic hand tools needed to complete required duties.
10. Perform minor demolition work as needed.
11. Will read and interpret blueprints.
12. Participate in snow removal duties throughout the District to include operation of plow vehicles and some limited heavy equipment.
13. Install drop ceiling systems and replacement of ceiling tiles.
14. Perform minor welding when needed.
15. Works from all types of ladders, electric lifts and scaffolding.
16. Familiarity with basic skills of other skilled trades including electrical and plumbing.
17. Acquire material estimates and provide project estimates to the Buildings and Grounds Department for processing.
18. Abide by established building codes and OSHA guidelines regarding safe work practices.
19. Provide guidance and limited supervision to others working with the Master Craftsman.
20. Perform such other duties as may be assigned.

Approved: 21 February 2019