

EAST RUTHERFORD PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: MAINTENANCE / LEAD TRANSPORTATION SUPPORT PERSON

QUALIFICATIONS:

- High School Diploma
- New Jersey Black Seal License
- New Jersey CDL License with S-endorsement, P-endorsement and Air Brake endorsement
- New Jersey Pest Management Certification, preferred
- Knowledge of various trades and related skills including basic HVAC abilities
- Ability to operate varied maintenance equipment and vehicles
- Ability to accept and perform additional related duties as required on occasion or in an emergency
- Required criminal history background check and proof of U.S. citizenship or legal alien status

REPORTS TO: School Business Administrator

JOB GOAL: To provide building and equipment maintenance services and concurrently repair, monitor and coordinate school bus maintenance programs while occasionally providing substitute bus driving

PERFORMANCE RESPONSIBILITIES:

Maintenance Person Skill Set:

- Plumbing
- Carpentry
- Lock repair & installation
- General maintenance equipment repair
- Furniture repair
- Brush and spray painting
- Concrete and masonry
- Landscaping/snow removal
- Electrical repairs and maintenance, as appropriate within local building code standards

TITLE: MAINTENANCE / LEAD TRANSPORTATION SUPPORT PERSONMaintenance Person Duties:

1. Reliable responsiveness to routine and emergency cell phone calls on a 24/7 hour basis
2. Perform installation, repairs, and preventive maintenance related to the above-referenced Maintenance Person Skill Set
3. Perform general HVAC maintenance and repair of non-warranted equipment and systems
4. Interact with outside professionals, service providers, and/or vendors as may be assigned
5. Work collaboratively with the custodial supervisor in addressing any maintenance or repair concerns/issues that may arise
6. Perform supplemental custodial work as may be assigned e.g. cleaning, lunchroom set-up and break down, supply replenishment
7. Occasionally assumes the non-supervisory duties of the Custodial Supervisor during temporary periods of absence such as vacation, limited sick/personal leave, etc.
8. Performs all other duties as may be assigned by the School Business Administrator, Superintendent or designee

Lead Transportation Support Person Duties:

Maintain effective, economical, and preventive maintenance program including maintenance schedules for all school vehicles

1. Determine that vehicle maintenance, repair and rehabilitation work is assigned to the proper repair facility ensuring that each vehicle is returned to service as quickly as possible
2. Determine through personal supervision of driver reports that all maintenance, repair and rehabilitation of vehicles are achieved within established timelines
3. Determine the need for general maintenance of all vehicles on a daily basis and ensure that all preventive maintenance is performed
4. Maintain all records of vehicle maintenance and status
5. Maintenance of bus driver logs and related paperwork
6. Coordinate, schedule and oversee all emergency bus evacuation drills and maintain paperwork and reports for same
7. Coordinates drivers in regard to bus safety and awareness procedures
8. Quarterly bus inspections - bring all vehicles to inspection location according to NJMVC schedule – maintain all paperwork for inspections and reports – schedule necessary repairs and maintenance as determined by inspection – make arrangements to bring vehicles for re-inspection if necessary
9. Drive district bus routes as may be assigned
10. Performs all other duties as may be assigned by the School Business Administrator, Superintendent or designee

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TERMS OF EMPLOYMENT:

Salary and work year in accordance with the negotiated agreement between the International Union of Operating Engineers, Local 68 and the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluations of non-certificated personnel.

BOARD APPROVED DATE: January 23, 2014