

Ramapo Indian Hills Regional High School District  
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Custodian/Maintenance

Organizational Relationship:

Reports to and is evaluated by the Building Foreman

Primary Function:

Performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean and healthy environment for learning and work.

Major Responsibilities:

1. Perform general maintenance, repair tasks, and larger project work in a variety of trade disciplines and as assigned by the Building Foreman and in accordance with all applicable codes and regulations.
2. Ensure that the work site and conditions are safe.
3. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
4. Respond to emergency situations and perform necessary repairs.
5. Use the work order system making sure that work orders have been written and approved before performing tasks, except in emergency situations. Log maintenance functions and repairs.
6. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed or exceeded.
7. Maintain an adequate supply of parts and supplies usually used in repairs and request needed supplies through the established procedures of the District.
8. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
9. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
10. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the District.
11. Attend required meetings, including Right To Know and Safety Training, and serve, as appropriate, on staff committees.
12. Notify and assist the administration and appropriate emergency personnel with any emergency and potentially dangerous or unusual situations.
13. Assist the Custodian/Driver or the Custodian/Grounds when called upon to do so.

14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors.

Qualifications:

1. Have earned a high school diploma or its equivalent
2. Hold a valid commercial driver's license (or be able to obtain within one (1) year of employment)
3. Demonstrate knowledge, a minimum of three years of experience and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry / concrete / tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering / spackling, field / playground maintenance, furniture repair, and small engine repair).
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable; and when hired with the understanding a trade license is required to hold the position, maintain the trade license in good standing and attend training workshops and seminars as required to maintain license.

Terms of Employment: Twelve-month year, salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board of Education.