

# job description

BOARD OF EDUCATION  
DENVILLE

**Position:** Maintenance assistant

**Responsible to:** Maintenance Supervisor

**Qualifications:**

1. Good Attendance Record
2. Black Seal License- helpful
3. Ability to work cooperatively and efficiently with other staff.
4. Ability to read, write, and communicate effectively in English
5. Good physical health and ability to perform assigned tasks.
6. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

**Terms of Employment:** 12 Months

**Goal:** To provide and/or assist with the maintenance and repairs of district facilities.

## **Duties and Responsibilities:**

1. Assist maintenance and custodial staff
2. Fill in for custodians when needed
3. Assist with maintenance projects (carpentry, plumbing, electrical, etc.)
4. Assists with district grounds maintenance when needed.
5. Assists with snow removal responsibilities
6. Performs other tasks as requested by supervisor and/or maintenance staff.
7. Assists with maintaining the security of district facilities.
8. Physically fit to perform required duties.

Adopted: April 27, 2015