

HELP WANTED

The Merchantville School District is seeking applicants for the following position
for the 2012-2013 school year:

Repairman Services on an hourly basis

Criminal history required.

Send: cover letter, resume, and credentials to:

J. Scott Strong, Chief School Administrator
Merchantville Elementary School
130 S. Centre St.
Merchantville, NJ 08109
Fax # 856 663 5702
strong@merchantville.k12.nj.us

Deadline – 6/22/2012

QUALIFICATIONS:

1. Minimum requirement is a high school diploma (or GED equivalent)
2. Proficiency in the following disciplines:
 - a. Plumbing
 - b. Carpentry / Flooring
 - c. Heating / HVAC
 - d. Electrical
3. Preferably possess a Black Seal License
4. Possess a valid New Jersey Drivers License
5. Ability to plan, organize and administer a maintenance plan for the entire school.
6. Required criminal history check, finger printing and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Chief School Administrator

JOB GOAL: To help the administration maintain the facilities at Merchantville School. This includes working closely with the administration in order to determine the needs of the building and developing a plan in order to achieve those needs. In addition, the repairman must be able to be proactive in recognizing areas of concern and solutions to those issues. To provide leadership in the development, implementation, and coordination of the district's maintenance plan.

PERFORMANCE RESPONSIBILITIES:

1. To perform duties necessary to keep the facilities in a clean, sanitary, safe and orderly condition.
2. To maintain the grounds and walkways around the facility and within 50 feet of the building. To walk around the building and clean up the grounds when needed.
3. To perform minor maintenance and repairs as needed.
4. To move and/or set up supplies, equipment, and furniture as required.
5. To report issues and problems that need to be addressed as soon as possible to the Chief School Administrator. Being proactive in discovering those issues and developing plans to rectify them properly and in accordance with safety and school codes.
6. To go out and purchase on behalf of the school supplies that are needed in order to complete the tasks at hand.
7. Maintain the lawn and ground of the school building by cutting, weeding and edging the lawn.
8. Performs other related duties as assigned by the Chief School Administrator.

TERMS OF EMPLOYMENT: It is a contracted position between 10 and 15 hours per week that can be flexible around the schools needs and times. Specific hours and wages will be determined between the repairman and the Chief School Administrator.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.