

Contract no. 237

LIBRARY  
INSTITUTE OF MANAGEMENT  
AND LABOR RELATIONS

RUTGERS UNIVERSITY

A G R E E M E N T

Between:

THE BOARD OF EDUCATION OF THE TOWNSHIP OF  
MILLBURN, NEW JERSEY

and

LOCAL 1076 OF THE  
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

July 1, 1991 - June 30, 1993

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## A G R E E M E N T

This Agreement made and entered into this 4th day of June, 1991 between the BOARD OF EDUCATION OF THE TOWNSHIP OF MILLBURN (hereinafter called the "Board"), located at 434 Millburn Avenue, Millburn, New Jersey 07041, and COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO (hereinafter called the "Union"), located at 1030 St. Georges Avenue, Avenel, New Jersey 07001:

### ARTICLE I - PURPOSE

The Board and the Union have entered into this Agreement for the purpose of establishing conditions under which employees, as hereinafter defined, shall be employed to work for the Board and procedures for the presentation and resolution of grievances, and for the purpose of regulating the mutual relations between the Board and said employees with a view to promoting and insuring harmonious relations and cooperation.

### ARTICLE II - RECOGNITION

The Board recognizes the Union as the exclusive bargaining agent with respect to the terms and conditions of employment for a unit of non-professional employees consisting of supervising custodians (previously known as head custodians of elementary schools and the Education Center), custodians, groundsmen and maintenance employees, exclusive of the lead foreman, the head custodian and assistant head custodian in the high school, the head custodian and assistant head custodian in the middle school and such other management personnel as may be employed by the Board.

following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the local Union president.

#### ARTICLE V - GRIEVANCE PROCEDURE

- A. The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may, from time to time, arise affecting employees as a result of the interpretation, application or violation of this Agreement between the Board and the Union.
- B. 1. A "grievance" shall mean a complaint by an employee that there has been as to him a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement between the Board and the Union.
2. The term "grievance", and the procedure relevant thereto, shall not be deemed applicable in the following instances:
- a. The dismissal by the Board of a probationary employee;
  - b. In matters where a method of review is exclusively mandated by law, or by any rule, regulation or by-law of the State Commissioner of Education or the State Board of Education;
  - c. In matters where the Board is without authority to act;
  - d. In matters involving the sole and unlimited discretion of the Board as set forth in Article XVII hereof; and
  - e. As may be stated elsewhere in this Agreement.
- C. 1. a. An employee having a grievance shall present it, in writing, to his immediate supervisor within ten (10) working days after the occurrence of the event from which the grievance arises. For purposes of this Article: The immediate supervisor of each custodian assigned to the High

Superintendent for Business for a hearing of the grievance by the Board at its next scheduled Conference Meeting following the receipt of the request or, in any event, not later than fifteen (15) working days following the receipt of the request by the Assistant Superintendent for Business. The Assistant Superintendent for Business shall schedule a meeting for the hearing of the grievance and shall advise the employee and Union of the time, date and place of the meeting not less than five (5) days prior to the scheduled meeting date. The president of the Board, or such person as may be acting as President, shall within five (5) working days following the hearing submit an answer to the employee and the Union.

4. a. If the employee is not satisfied with the written answer resulting from the preceding step or if no answer is received, the Union may, within five (5) working days following the expiration of the time period set forth in the preceding step, submit a written request to the Assistant Superintendent for Business to refer the grievance to advisory arbitration before an arbitrator, mutually agreeable to the Board and to the Union, who shall be selected from a list of either the American Arbitration Association or the N.J. Public Employment Relations Commission (PERC).
- b. In the event that a grievance is taken to arbitration, all proceedings shall be governed by the rules and regulations then pertaining of the American Arbitration Association or the N.J. Public Employment Relations Commission respecting the arbitration of labor grievances. The compensation of the arbitrator and the expenses of the arbitration shall be shared equally by the Board and the Union. The Arbitrator shall issue a written opinion to the Board, the Union and the employee setting forth his decision respecting the grievance. Upon the receipt of the Arbitrator's decision, the Board and the Union will meet at a Conference Meeting of the Board and discuss the arbitrator's decision. Following such meeting, the Board's resolution of the grievance shall be final.

## ARTICLE VI - SENIORITY

- A. Seniority for the purpose of this Article shall be based upon the employee's most recent continuous length of service with the Board.
- B. All employees shall be considered probationary employees for the first six (6) months of their employment. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of the Board, upon the recommendation of the Assistant Superintendent for Business, and such employees shall not be entitled to utilize the provisions of the Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of the commencement of their employment. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by the alphabetical order of their last names, and if their last names are the same, then by the alphabetical order of their first names.
- C. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Union. The Board shall furnish to the Union the names of new employees hired not later than fifteen (15) days following the date of their employment.
- D. An employee's seniority shall cease and his employee status shall terminate for any of the following reasons:
1. Resignation or retirement
  2. Discharge for cause
  3. Continuous layoff for a period exceeding nine (9) months.

identifying the vacancy on appropriate bulletin boards for a period of five (5) calendar days. Interested employees may apply for the vacant position by indicating their interest in writing to the Director of Buildings & Grounds within the time limit specified in the posting.

2. A vacancy will not be permanently filled for a period of five (5) working days after the date of posting. The Director of Buildings & Grounds shall have the right, in his discretion, to fill a vacancy temporarily by transfer or otherwise, until such time as it may be permanently filled.
3. Preferential consideration will be given to an employee request for a lateral transfer at the same job level, providing the employee has the required qualifications and ability to perform the work.
4. Each employee who is promoted shall serve a probationary period of six (6) months in his new post. The probationary period shall be extended so as to include the summer months in each case wherein the summer months are not included within the six (6) month probationary period. The probationary period for purposes of this paragraph shall relate solely to the performance of the employee in the position to which he is promoted; in all other respects the employee shall retain all rights accrued under this Agreement.

- H. 1. Overtime at each school and the Education Center shall be assigned in accordance with a seniority list which shall set forth the names of the employees of each particular school and

2. Non-union supervisory custodians, defined as the head custodians and assistant head custodians in the High and Middle Schools and the lead foreman, shall not participate in the system of rotation for the assignment of overtime as applies to employees covered by this Agreement. Overtime assignments for non-union supervisory custodians shall be scheduled at the discretion of the Director of Buildings & Grounds.
3. Building and Boiler checks shall be performed by a non-union supervisory custodian. In the event the non-union supervisory custodian assigned building and boiler checks is unable to perform the work on a given occasion, the work will be reassigned to a union supervisory (head) custodian.
4. Employees covered by this Agreement shall not be required to accept overtime assignments except for unforeseen emergencies on the following days: Thanksgiving except for football games, Christmas Eve, Christmas, New Year's Eve evening after 5:00 P.M., New Year's, Good Friday and Easter. The Board shall discourage the use of school facilities on these days.

I. Temporary or part-time help employed by the Board shall not be subject to the provisions of this Agreement, and shall not acquire any rights hereunder. Temporary employees shall be those who work less than four (4) continuous months during any calendar year. Part-time employees shall be those who work less than an average of twenty (20) hours per week.



ARTICLE VIII - WAGES

A. 1. Effective July 1, 1991, the wages for the various job categories shall be set and paid in accordance with the following wage scale:

<u>Steps</u>	<u>Group I Maintenance Men (1)</u>	<u>Group II Supervising Custodians (2)</u>	<u>Group III Custodians, Groundsmen &amp; Painters (3)</u>	
			<u>12-month</u>	<u>10-month (4)</u>
1	\$21,165.	\$20,965.	\$18,765.	\$13,980.
2	21,665.	21,465.	19,265.	14,350.
3	22,165.	21,965.	19,765.	14,725.
4	23,165.	22,965.	20,765.	15,470.
5	24,365.	24,165.	21,965.	16,365.
6	25,565.	25,365.	23,165.	17,260.
7	26,765.	26,565.	24,365.	18,150.
8	27,965.	27,765.	25,565.	19,045.
9	29,165.	28,965.	26,765.	19,940.

Longevity payments above the salary guide will be paid as follows:

At the beginning of the 20th year in Millburn School District...\$1,000.

At the beginning of the 25th year in Millburn School District...\$1,500.

- B. The initial placement of a new employee on the wage scale may be up to and including Step 3 of the respective wage group depending on past creditable experience. If a new employee is placed on the wage scale at other than the "First" step, the Assistant Superintendent for Business shall notify the Union of the action and the reason for such placement.
- C. New employees hired on or after January 1 of any year shall be placed on the appropriate wage scale step. If the employee is re-employed on July 1, he shall remain on the initial employment step of the wage scale for that year but shall benefit from any improvement in the wage scale for that step. New employees hired on or before December 31 of any year who are re-employed the following July 1, shall advance one step on the wage scale unless this Agreement provides otherwise.
- D. The granting of increases and guide increments are contingent upon an evaluation of services and are not automatic.
- E. When an employee is temporarily transferred to a job in a different wage group, the following rules of compensation shall apply:
1. When a member of the bargaining unit is temporarily transferred to a non-union supervisory position or to a position within the bargaining unit having a higher pay rate classification (Group II to Group I; Group III to Group II or Group I), he shall be paid at his normal wage rate for the first five (5) continuous days worked. If he works six (6) or more continuous days in the temporary position, he shall be paid for each such day

succeeding July 1 thereafter shall receive paid vacations in accordance with the schedule set forth below:

AFTER 5 YEARS - 15 DAYS

AFTER 10 YEARS - 20 DAYS

- B. 1. Seniority shall prevail in the selection of vacation time off when practicable. Vacations shall normally be taken during June, July and August, subject to the requirements of the work load.
2. Each custodian may apply for vacation time off during the school year under the following conditions:
- Vacation time off during the school year shall only be taken while school is in session.
- Vacation time off during the school year shall be limited to five (5) continuous days.
- Only one employee in the Bargaining Unit may take vacation during the school year at any particular time.
- The granting of vacation time off during the school year shall be at the discretion of the Director of Buildings & Grounds, and the refusal to grant vacation time off during the school year shall not be grievable.
3. The selection of time off for vacation is subject to the prior approval of the Director of Buildings & Grounds. Selections of vacation time off during June, July and August shall be submitted, in writing, not less than sixty (60) days prior to the vacation date selected upon forms provided for the purpose of the selection. Selections of vacation time off during the school year shall be submitted, in writing, not less than thirty (30) days prior to the vacation date selected.

closed for students and staff, that day shall be a paid holiday for members of the bargaining unit.

#### ARTICLE X - OVERTIME AND CALL-IN PAY

- A. The regular work week for employees shall be forty (40) hours. All hours worked in excess of eight (8) hours in any one day or forty (40) hours in any one week shall be paid at overtime rates. Compensatory time off shall not be substituted for overtime pay. The hours of any excused absence with pay under the terms of this Agreement shall be counted as hours worked.
- B. Overtime rates shall be as follows: Hours of overtime worked, except on Sundays and holidays, shall be paid at one and one-half (1 1/2) times an employee's regular pay rate; hours of overtime worked on Sunday shall be paid at two (2) times an employee's regular pay rate; hours of overtime worked on designated holidays, except Rosh Hashanah and Yom Kippur, will be paid at two (2) times an employee's regular pay rate plus the day's pay for the holiday. Rosh Hashanah and Yom Kippur; and Martin Luther King's birthday, if it becomes a paid holiday; shall be paid at one and one-half (1 1/2) times an employee's regular pay rate plus the day's pay for the holiday.
- C. Whenever an employee is required to report to work after having discharged his duties during the normal work day, the employee shall be guaranteed a minimum of four (4) hours of work at overtime rates. This provision shall not apply when the overtime hours worked are an extension of the normal work day (whether before

discretion of the Assistant Superintendent for Business. Only the work uniform provided or a similar replacement shall be worn.

- B. The failure to wear the complete uniform for an excessive period of time may result in a conference with the supervisor and a notice placed in the employee's personnel file. Continued failure to wear the complete uniform, after such notice, may result in the withholding of a wage increase as provided in Article VIII, Section C.
- C. The Board will purchase foul weather gear consisting of a hood, jacket and trousers of rubberized or other waterproof material for each custodian who requests such gear.
- D. The Board will furnish employees covered by this Agreement temporary coveralls for the performance of unusually dirty work for the purpose of protecting the employee's uniform.

#### ARTICLE XIV - HEALTH CARE AND DENTAL BENEFITS

The Board, at its sole cost and expense, will provide health care benefits and dental benefits equal to those afforded the Millburn Education Association.

#### ARTICLE XV - ABSENCE FROM WORK

##### A. Sick Leave

1. Each employee shall accumulate one (1) day of sick leave for each full month of his employment within the fiscal year. Sick leave shall accrue for the first year of employment as of the starting date of employment, e.g., a 12-month employee starting on July 1 shall immediately be credited with 12 sick days; a 12-month employee starting on October 1 shall immediately be

B. Maternity Leave

1. As soon as any female employee shall become aware of her pregnancy, she shall immediately notify the Director of Buildings & Grounds. Arrangements shall be made for a maternity leave of absence, without pay. The commencement of such leave shall be upon such date as is recommended by a licensed physician who is mutually agreeable to the Board and to the employee. The physician shall supply the Director of Buildings & Grounds with a written notification as to the commencement of maternity leave. Maternity leave shall be for a maximum period of one (1) year.
2. Any such employee who has been granted a maternity leave of absence, may be required, before she is permitted to return to active duty, to undergo an examination by a physician mutually agreeable to the Board and the employee, and any other examination deemed necessary by the Board, so that it might satisfy itself that the employee is able to perform her duties in a proper manner.
3. Maternity leave provisions and benefits shall be consistent with currently prevailing statutes and court determinations.

C. Jury Duty

1. Any employee who is required by law to serve on a jury in a court of record, upon presentation of court notification to the Director of Buildings & Grounds one working day after receipt and upon satisfactory proof to the Board that such service was rendered, shall be reimbursed by the Board for and during the time he is required to be in attendance in Court in an amount

not be arbitrarily withheld. Excused Absence days are non-cumulative. These absences are in addition to those included in this Article under Sections A through D.

2. Excused absences are for the purpose of attending to unavoidable occurrences which cannot be conducted at a time other than during the work day. Examples of approvable unavoidable occurrences include death of a member of the immediate family, legal matters which cannot be taken care of at another time, spouse giving birth and illness in the employee's immediate household. Other equally unplanned or unavoidable occurrences may be approved.
3. One (1) day per year of the excused absence time may be taken by each employee covered by this Agreement on the day of the employee's birth date. Should the birth date fall on a non-work day, an alternate date may be selected by the employee, subject to the approval of the immediate supervisor and the Director of Buildings & Grounds. The excused absence time for a birthday must be used by the employee prior to the end of the fiscal year in which it falls. For those employees whose birthday falls during the last two (2) weeks in June, an alternate day during the last two (2) weeks in May or the first two (2) weeks in June may be requested.
4. One (1) day per year of the excused absence time may be taken by each employee covered by this agreement as a credit day for Veterans' Day as covered in Article IX, Section D.
5. Up to two additional excused absence days may be granted when all other excused absence days have been exhausted. Any

3. To suspend, demote, discharge or take other disciplinary action against members of the unit in appropriate cases, subject to an employee's right to resort to the grievance procedure;
4. To relieve members of the bargaining unit from duty because of lack of work or for other legitimate reasons;
5. To maintain the efficiency of the school district operations entrusted to the Board;
6. To determine the methods, means and personnel by which such operations are to be conducted, and
7. To take whatever action may be necessary to carry out the mission of the school district in emergency situations.

#### ARTICLE XIX - EXHAUSTION OF REMEDIES

The procedures set forth in this Agreement for the resolution of controversies, disputes, questions and proposals shall be exclusive and no other procedures shall be employed until the procedures set forth herein are fully exhausted.

#### ARTICLE XX - EFFECTIVE LAWS

The Board and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law or regulation, such illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

#### ARTICLE XXI - TERM OF CONTRACT

This Agreement shall become effective July 1, 1991 and continue in effect until June 30, 1993, and from year to year thereafter unless and until either of the parties desire to change or terminate the same. The party desiring such change or termination shall notify the other



TITLE: Supervising (Head) Custodian  
Elementary Schools and Education Center

QUALIFICATIONS: 1. Able to read, write and follow written and verbal instructions.  
2. Holds New Jersey State Fireman's License of at least black seal grade.  
3. Able to direct and supervise other custodians.  
4. Capable of operating all machines and tools associated with janitorial and minor maintenance work.  
5. Able to work with a minimum of supervision.  
6. Ability to pass physical examination.

REPORTS TO: Principal (in cooperation with the Director of Buildings and Grounds).

SUPERVISES: Custodians

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the care, security, safety, and cleanliness of the school and adjacent grounds.
2. Functions as a working supervisor of the custodians in his school.
3. Operates and maintains the heating system and boiler room in an efficient and safe manner
4. Assumes responsibility for all duties included in the job description for custodians.
5. Makes minor repairs and assists in making major repairs as the need arises.
6. Receives and distributes or has distributed school supplies as required by the building principal.
7. Performs and supervises grounds maintenance activities.
8. Services the use of school facilities for after school activities.
9. Instructs custodians in the proper use of custodial supplies and equipment.
10. Prepares annual order for custodial supplies and equipment.

11. Understands the operation of the Fire Detection System, assists with fire drills, and is alert to report any deficiencies in the fire detection or fire alarm systems.
12. Makes written requests to principal for maintenance service on items not capable of being handled at the school level.
13. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Custodian

QUALIFICATIONS: 1. Able to read and write and follow verbal and written instructions.  
2. Holds a New Jersey State Fireman's License of at least black seal grade.  
3. Has knowledge of tools, equipment, materials and standard practices necessary to maintain assigned areas in a clean, orderly manner.  
4. Able to make minor repairs.  
5. Ability to pass physical examination.

REPORTS TO: Supervising (Head) Custodian

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Sweeps and wet mops floor areas, stairs, and landings.
2. Spot mops and mops heavy traffic lanes.
3. Dusts, wipes, cleans, washes and polishes furniture, window sills, cabinet tops, doors, walls, partitions, chair and handrails, moldings, venetian blinds, lockers, light fixtures, equipment, and all other exposed surfaces.
4. Removes pencil, ink, crayons, chalk, and any other writings or marks from walls, doors, and other surfaces.
5. Empties pencil sharpeners and wastebaskets.
6. Cleans chalkboards, chalk trays and chalkboard erasers, and replenishes chalk.
7. Cleans interior and exterior doorway glass and the inside of exterior windows.
8. Replaces light bulbs and/or tubes and ballast.
9. Vacuums carpeted areas.
10. Empties trash cans and removes trash from building.
11. Moves and arranges furniture.
12. Reports on all items in need of repair requiring maintenance department attention.
13. Maintains security in the building.

14. Thoroughly cleans urinals, toilet bowls, toilet seats, toilet bases, toilet hardware, sinks, mirrors, foundatins, door handles and/or door pushers.
15. Refills towel, toilet tissue and soap dispensers.
16. Puts up and takes down the flag.
17. Maintains a safe and presentable appearance of the building and adjacent grounds.
18. Maintains grass and shrubbery.
19. Unloads, stores, and distributes supplies and materials.
20. Scrubs, strips, and waxes floors.
21. Paints floors and furniture.
22. Prepares auditorium, multi-purpose and other rooms for meetings, assemblies, lunch, and other uses.
23. Assists in fire drills.
24. Washes waste baskets and garbage cans.
25. Makes necessary repairs or adjustments that can be done with simple tools.
26. Assists in emergencies of whatever nature, including snow removal, etc.
27. Cleans boiler and heating system.
28. Cleans and checks univents.
29. Washes, repairs, and adjusts window blinds and shades.
30. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 10 or 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Carpenter

QUALIFICATIONS:

1. Ability to read, write and follow verbal and written instructions.
2. Ability to read plans, blueprints and specifications.
3. Holds New Jersey State Fireman's License of at least black seal grade.
4. Holds valid New Jersey Motor Vehicle License.
5. Knowledge of woodworking tools, materials, equipment and standard practices of the trade.
6. Able to work with a minimum of supervision and able to direct others in the performance of carpentry work.
7. Minimum of two years experience in the trade.
8. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To keep the district's schools in proper repair so as to provide students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Repairs and rehabilitates wood furniture, equipment, and structures.
2. Operates all woodworking power tools, saws, planer, jointer, drill press, sander, etc.
3. Performs general building construction, layout, framing and finish trimming.
4. Assists in setting up and carrying out a preventative maintenance program on all related equipment.
5. Works from moderately complex blueprints, specification, and manuals.
6. Prepares cost estimates and material requirements.
7. Operates maintenance equipment and vehicles.
8. Assists in emergencies of whatever nature.
9. Performs snow removal activities, as required.
10. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Electrician

QUALIFICATIONS: 1. Ability to read, write, and follow verbal and written instructions.  
2. Ability to read plans, blueprints, and specifications.  
3. Holds New Jersey Fireman's License of at least black seal grade.  
4. Holds valid New Jersey Motor Vehicle License.  
5. Knowledge of electrical tools, materials, equipment and standard practices of the trade.  
6. Ability to work with a minimum of supervision and able to direct others in the performance of electrical work.  
7. Minimum of two years experience in the trade.  
8. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To keep the district's school in proper repair so as to provide students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Works on electrical power systems including service entrance, transformers, main and sub power panels and branch circuits.
2. Plans, lays out, and installs building electrical working systems and equipment.
3. Installs, disassembles, repairs, overhauls and performs preventative maintenance on electrical equipment.
4. Diagnoses trouble and decides on repair or replacement of all electrical equipment.
5. Instructs others in the operation of equipment which he maintains and directs others in its proper use.
6. Assists in setting up and carrying out a preventative maintenance program on all related equipment.
7. Prepares cost estimates and material requirements.
8. Assists in emergencies of whatever nature.
9. Performs snow removal activities, as required.

10. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Groundskeeper

QUALIFICATIONS: 1. Ability to read, write, and follow verbal and written instructions.  
2. Knowledge of and ability to operate grounds equipment.  
3. Holds valid New Jersey Motor Vehicle License.  
4. Holds New Jersey State Fireman's License of at least black seal grade.  
5. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To provide students with an attractive and safe, natural environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Cuts and edges grass.
2. Trims shrubbery and other plantings.
3. Plants trees, shrubs and other plantings.
4. Seeds, aerates, mulches, fertilizes, limes, waters, weeds, and applies weed and insect controls.
5. Makes repairs to fencing, backstops, curbing, paths, and other outdoor areas and apparatus.
6. Maintains athletic and physical education fields.
7. Performs leaf and snow removal activities.
8. Performs tasks assigned in off season which may include assignments as a custodian or maintenance helper. Under such circumstances, job description for that assignment prevails.
9. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
12/84



TITLE: Maintenance Worker.

QUALIFICATIONS: 1. Ability to read, write, and follow verbal and written instructions.  
2. Ability to read plans, blueprints, and specifications.  
3. Evidences skill in the use of maintenance tools and materials.  
4. Ability to diagnose, plan, and execute work.  
5. Evidences knowledge and use of current, accepted methods and procedures.  
6. Holds valid New Jersey Motor Vehicle License.  
7. Holds New Jersey Fireman's License of at least black seal grade.  
8. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds.

JOB GOAL: To keep the district's schools in proper repair so as to provide students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Operates maintenance equipment and vehicles.
2. Performs carpentry, masonry, glazing, and roofing work.
3. Performs minor plumbing and electrical repairs.
4. Performs minor equipment repairs.
5. Directs others in the performance of general maintenance work.
6. Assists in emergencies of whatever nature.
7. Performs snow removal activities, as required.
8. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Mechanical System Worker

QUALIFICATIONS:

1. Ability to read, write and follow verbal and written instructions.
2. Ability to read plans, blueprints and specifications.
3. Holds New Jersey Fireman's License of at least black seal grade.
4. Holds valid New Jersey Motor Vehicle License.
5. Knowledge of mechanical systems and their operation.
6. Knowledge of the tools, parts, materials, equipment and the standard practices of the trade.
7. Ability to work with a minimum of supervision and able to direct others in the performance of mechanical system work.
8. Minimum of two years experience in the trade.
9. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To keep the district's schools in proper repair so as to provide students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Installs, disassembles, repairs, overhauls, and performs preventative maintenance on mechanical heating and ventilating equipment.
2. Diagnoses trouble and decides on repair or replacement to all pumps, unit ventilators, blowers, fans, and other mechanical equipment.
3. Cleans and replaces filters and adjusts temperature controls.
4. Instructs others in the operation of equipment which he maintains and directs others in its proper use.
5. Assists in setting up and carrying out a preventative maintenance program on all related equipment.
6. Prepares cost estimates and material requirements.
7. Assists in emergencies of whatever nature.
8. Performs snow removal activities, as required.

9. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Head Painter

QUALIFICATIONS:

1. Ability to read, write, follow and give verbal and written instructions.
2. Ability to select and give instruction in the proper use of tools and materials.
3. Evidences skill in the use of painting equipment, tools and materials.
4. Ability to diagnose, plan, supervise and execute work.
5. Evidences knowledge and use of current, accepted methods and procedures.
6. Holds valid New Jersey Motor Vehicle License.
7. Holds New Jersey Fireman's License of at least black seal grade.
8. Ability to direct and supervise the work of other painters.
9. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To provide students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Performs interior and exterior painting and decorating.
2. Prepares and refinishes wood surfaces.
3. Estimates costs and requirements for painting labor and materials.
4. Mixes and tints paints.
5. Rigs scaffolding and properly uses painting equipment, including spray equipment.
6. Performs layout and marking work.
7. Operates maintenance equipment and vehicles.
8. Directs others in the performance of painting work.
9. Assists in emergencies of whatever nature.
10. Performs snow removal activities, as required.

11. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78

TITLE: Painter

QUALIFICATIONS: 1. Ability to read, write, follow verbal and written instructions.  
2. Evidences skill in the use of painting equipment, tools, and materials.  
3. Ability to diagnose, plan, and execute work.  
4. Evidences knowledge and use of current, accepted methods and procedures.  
5. Holds valid New Jersey Motor Vehicle License.  
6. Holds New Jersey Fireman's License of at least black seal grade.  
7. Ability to pass physical examination.

REPORTS TO: Head Painter

JOB GOAL: To assist the Head Painter in providing students with an attractive and safe environment in which to learn, play, and develop.

PERFORMANCES RESPONSIBILITIES:

1. Performs interior and exterior painting and decorating.
2. Prepares and refinishes wood surfaces.
3. Under direction of Head Painter:
  - a. Mixes and tints paint.
  - b. Rigs scaffolding and properly uses painting equipment, including spray equipment.
  - c. Performs layout and marking work.
4. Operates maintenance equipment and vehicles.
5. In the absence of the Head Painter, directs others in the performance of painting work.
6. Assists in emergencies of whatever nature.
7. Performs snow removal activities, as required.

8. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
2/83

TITLE: Plumber

QUALIFICATIONS:

1. Ability to read, write and follow verbal and written instructions.
2. Ability to read plans, blueprints, and specifications.
3. Holds New Jersey Fireman's License of at least black seal grade.
4. Holds valid New Jersey Motor Vehicle License.
5. Knowledge of plumbing tools, materials, equipment and standard practices of the trade.
6. Ability to work with a minimum of supervision and able to direct others in the performance of plumbing work.
7. Minimum of two years experience in the trade.
8. Ability to pass physical examination.

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To keep the district's schools in proper repair so as to provide students with an attractive and safe environment in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Installs, disassembles, repairs, overhauls, and performs preventative maintenance on plumbing, heating and boiler equipment.
2. Diagnoses trouble and decides on repair or replacement to all plumbing, heating and boiler equipment.
3. Plans, lays out, and installs plumbing, heating and boiler equipment
4. Instructs others in the operation of equipment which he maintains and directs others in its proper use.
5. Assists in setting up and carrying out a preventative maintenance program on all related equipment.
6. Prepares cost estimates and material requirements.
7. Assists in emergencies of whatever nature.
8. Performs snow removal activities, as required.



9. Assumes such other related duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Months  
EVALUATION: According to Board Policy  
8/78