



# Middletown Township Public Schools

## Employment Application

Openings as of 11/27/2018

***Maintenance Helper (Anticipated) (Extended deadline previous applicants need not re apply)*** **JobID: 3719**

**Position Type:**

Maintenance/Custodial/Maintenance General



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**Date Posted:**

9/25/2018

**Location:**

District

**Closing Date:**

12/06/2018

**JOB TITLE:** Maintenance Helper (Extended deadline previous applicants need not re-apply)

**SALARY GUIDE:** \$27,000-\$40,500(salary range does not apply to current employees) (salary to be adjusted pending negotiations)

**QUALIFICATIONS:**

- o Ability to follow instructions and work independently
- o Neat appearance
- o Cooperative attitude
- o Must have valid New Jersey State Driver's License
- o Must be able to operate forklift
- o Must be experienced in processing purchase orders
- o Must possess excellent communication skills
- o Must be proficient in computer use
- o Other alternatives as the board may find acceptable and appropriate

**BASIC FUNCTION:**

Perform shipping and receiving functions for district supplies

**PERFORMANCE RESPONSIBILITIES**

1. Receive and deliver packages
2. Load and unload trucks
3. Perform mail deliveries
4. Assists with inventory control
5. Maintains the playgrounds and athletic fields, mows grass, trims shrubbery does weeding and removes snow, using gasoline-powered tractor with gang mower, roller and snow plow attachments, hand mower and hand tools as required

6. Maintains landscaped area by using seeding and spreading equipment to distribute seed, lime and fertilizer
7. Maintains ball fields by dragging, lining and spreading calcium to control dust
8. Maintains a cinder track, using tractor and roller, hand tools and lining equipment
9. Maintains and prepares for field events, other athletic fields and playgrounds, including a soccer field, play fields and practice fields
10. Sets up, removes, stores and repairs field equipment, and fixtures
11. Requisitions seed, lime, fertilizer and similar materials
12. Performs operator's maintenance on power equipment, hand equipment and tools
13. Performs other duties as assigned, including janitorial duties in school buildings
14. Must be able to lift heavy weights
15. Must perform snow removal
16. Maintain maintenance building in clean and orderly state
17. Assist in maintaining inventory control

**REPORTS TO:** Director of District Facilities or designee

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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