



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

**VACANCY ANNOUNCEMENT
Anticipated**

POSITION: **Maintenance Mechanic/Carpenter – District 7:00 a.m. – 3:30 p.m.**

RESPONSIBILITIES: Assumes primary responsibility for the preventative maintenance and safe condition of flooring, doors, frames & locking hardware, window frames, staircases, stair treads, wall paneling, ceiling paneling and similar structural elements in the facilities owned by the District. Estimates costs for projects and consults with Supervisor of Buildings and Grounds to assess if outside contractor needed to complete projects. Recommends & maintains inventory of tools, equipment and supplies. Work in other trades when required in emergencies and able to plow snow or be trained.

QUALIFICATIONS:

1. Demonstrate aptitude and competence for assigned responsibilities within this area
2. High School Diploma and a minimum 5 years of experience in the field
3. Ability to read, write and speak English
4. Required to submit to a pre-employment physical examination
5. Must have a valid New Jersey Driver's License
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status in accordance with State and Federal regulations.
7. Must be a resident of the State of New Jersey

PAY SCALE: As per agreement between the West Milford Board of Education and the West Milford Custodial and Maintenance Association.

PROCEDURES: Send letter of interest/resume by **November 30, 2018.**

Address correspondence to:

West Milford Board of Education
Attn: Supervisor of Building and Grounds
46 Highlander Drive
West Milford, NJ 07480

An Equal Opportunity/Affirmative Action Employer