

**Head of Maintenance & Custodial Services  
Westford School District**

**BASIC FUNCTION**

To coordinate and carry out the installation, maintenance and repair of electrical wiring, equipment and fixtures; and/or plumbing and heating systems; to supervise and train custodians; and to assist with other mechanical systems and general building maintenance tasks as needed.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate all electrical or plumbing system work for the District.
- Perform a full range of electrical repair and installation tasks:
  - Troubleshoot and repair electrical failures and breakage.
  - Repair or replace electrical fixtures and equipment.
  - Remove old electrical work, and design and install new electrical systems and equipment in newly constructed/renovated portions of existing buildings, or to meet increased electrical demands in offices or labs.
  - Inspect, and repair or replace as necessary life safety equipment, including fire extinguishers, smoke detectors, fire alarm systems, etc.
  - Keep up to date on changes in electrical codes.
- Perform a full range of plumbing and heating system installation and repair tasks:
  - Troubleshoot and repair plumbing and heating system leaks, failures and breakage.
  - Install, maintain, repair, and replace water lines, drains and plumbing fixtures, including toilets, sinks, faucets, tubs, and showers.
  - Install new water lines and drains in newly constructed/renovated portions of existing buildings.
  - Perform or assist with plumbing work on gas and steam lines associated with heating systems; service and clean boilers and furnaces.
- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, time needed to complete work, and the like. Coordinate and oversee work done by outside contractors.
- Maintain tools and equipment used in electrical or plumbing work.
- Maintain an appropriate inventory of supplies and materials.
- Train and supervise the work of other technicians assigned to electrical or plumbing tasks or projects. Ensure compliance with applicable codes and standards.
- Assist as needed with other mechanical systems and general maintenance work.
- Other related duties as assigned.

**SUPERVISION RECEIVED**

Minimal supervision is received from the School Principal or other senior staff member.

**MINIMUM QUALIFICATIONS**

High school education, plus 6 to 8 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Plumbing or electrical license, as applicable to specific position.
- Broad and in-depth knowledge and skills related to electrical or plumbing/heating system installation, maintenance and repair.
- Good general knowledge and skills related to other mechanical systems functions, and building construction and repair.
- Some relevant experience in project planning and management, including estimating.
- Ability to train and oversee the work of others.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.