



Township of Lakewood Employment Opportunity

LABORER/BUILDING MAINTENANCE WORKER

The Township of Lakewood is seeking a Laborer/Building Maintenance Worker for its Department of Public Works.

Description: Under direction of a supervisor, Building Maintenance Worker may be assigned to work with mechanics, carpenters, electricians, painters, plumbers, and steam fitters in the trades as a helper; cleans and maintains offices, furniture, building, and grounds, and makes minor repairs; does other related duties as required. Civil Service job description attached.

Requirements: Ability to work days, evenings, weekends and overtime as needed.

Salary: \$18.43 - \$23.57 per hour

Position: Full time.

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan for full time positions.

To apply: Please complete the Township Employment Application through the following link: <https://lakewoodpd.seamlessdocs.com/f/employmentapplication>, Applicants can also mail or email application, cover letter and resume with "Building Maintenance Worker" in the subject line no later than November 1, 2020 to the attention of :

Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: October 20, 2020

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

BUILDING MAINTENANCE WORKER

DEFINITION

Under direction of a Crew Supervisor, M/W Building Maintenance Workers or other supervisor in a state department, institution, or agency, may be assigned to work with mechanics, carpenters, electricians, painters, plumbers, and steam fitters in the trades as a helper; cleans and maintains offices, furniture, building, and grounds, and makes minor repairs; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Inspects and determines cleaning and maintenance work to be done and materials needed for such work.

Sweeps, washes, cleans, and waxes floors, in washing windows and woodwork, and in other work involved in the cleaning of offices, halls, living quarters, cafeterias, classrooms, gymnasiums, auditoriums, kitchens, lavatories, dormitories, and other units.

Dusts, waxes, and polishes, desks, tables, chairs, office equipment, and other furniture.

Collects and disposes of waste papers and refuse, sweeps sidewalks, and removes papers, refuse, trash, and weeds from outside grounds.

Cleans washrooms, toilets, sinks, and other fixtures in lavatories and kitchens and sees that clean towels, tissues, and soap are available.

Rearranges and relocates office furniture, records, and supplies.

Dusts and cleans venetian blinds.

Cleans, places, and replaces window and door screens.

May assist in erecting and dismantling metal and wood scaffolding.

May assist in firing boilers.

May assist in snow removal.

Periodically checks fuel and housekeeping supplies.

Collects, counts, and sorts laundry.

Sees that doors are kept locked at the end of the work day.

Washes blackboards.

Sees that damaged appliances, equipment, and supplies are reported and/or replaced.

Oils, greases, and does other work involved in maintenance of fans, vibrators, and deep therapy, infrared, and ultraviolet lamps.

Replaces electric light bulbs and fuses.

Repairs locks, window cords, venetian blinds, faucets, and other equipment.

Paints walls, woodwork, and ceilings.

Obtains, stores, safeguards, records, and properly uses department equipment, materials, and supplies.

Makes simple reports.

Keeps records.

In the Department of Human Services may be required to undergo Fire Training Classes.

Will be required to learn to utilize various types of electronic and/or manual recording and information system used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of problems and methods of inspecting and determining the cleaning and maintenance work to be done and the materials needed.

Knowledge of routines and methods effective in large scale cleaning and maintenance work.

Knowledge of problems encountered and materials, tools, and procedures used in washing, waxing, vacuuming, and polishing tile, cement, linoleum, and other floors and woodwork, furniture, and fixtures.

Knowledge of proper use and minor adjustment of sweepers, vacuum cleaners, floor waxers and polishers, and other equipment.

Knowledge of general safety precautions to be observed.

Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written explanations and from demonstrations.

Ability to work harmoniously with associates, superior officials, and with patients as well as members of the general public.

Ability to clean and wash windows, venetian blinds, blackboards, and floors, to dust desks, chairs, tables, and other furniture, to wax and polish floors, to clean and wash toilets, sinks, and other lavatory fixtures, and to do other work involved in the cleaning of offices, halls, living quarters, cafeterias, classrooms, gymnasiums, auditoriums, lavatories, and other buildings.

Ability to keep an assigned building, ward, units, or area in a clean, sanitary, and orderly condition.

Ability to obtain, store, safeguard, and properly use equipment materials and supplies.

Ability to observe safety precautions and to recognize and report potentially hazardous conditions.

Ability to make simple reports.

Ability to keep records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
44133		S	N	40	07	N/A	O08	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/2/2019