

ATLANTIC COUNTY PROSECUTOR'S OFFICE

JOB ANNOUNCEMENT

Posting Date: 10/07/2021

Closing Date: 10/22/2021

TITLE: Building Maintenance Worker (00929)

SALARY: \$27,500

Hours: 40

DEPARTMENT: Atlantic County Prosecutor's Office

Union X Mgmt. __

LOCATION: Atlantic County Prosecutor's Office

NJDOP Test Required: Yes __ No X

Grant Funded: Yes _ No X

DEFINITION:

Under direction of a supervisory official, performs varied simple and moderately physically strenuous tasks involved in cleaning and maintaining offices, furniture, buildings, and grounds; may assist in making minor repairs to buildings or equipment; does other related duties as required.

NOTE: The definition and 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:

Cleans rooms, offices, cafeterias, cottages, other living quarters, halls, gymnasiums, laboratories, auditoriums, hospital wards, bathrooms, and restrooms.

Dusts, cleans, and polishes furniture, fixtures, woodwork, and equipment.

Washes and cleans windows, sweeps, washes, strips, waxes, and polishes floors, and sweeps and vacuums rugs.

May make minor repairs to the heating, electrical, and other systems of varied types of buildings, and services bathrooms/restrooms.

Assists carpenters, electricians, painters, plumbers, and steamfitters by carrying tools and materials, by placing and removing ladders, by cleaning up after work has been done, and by doing other varied tasks of a simple nature.

Services coin machines and empties ashtrays and wastebaskets.

May make beds and change household linens.

May collect, count, and sort laundry.

Distributes supplies.

Keeps essential records and files.

In the Department of Human Services, may be required to undergo fire training classes.

When necessary, moves and controls heavy equipment, carries and sets up ladders and scaffolding, and works from ladders and scaffolds.

When assigned, moves objects weighing about 50 pounds.

Mops or scrapes sticky or heavy liquids from floors.

Occasionally works on ladders and scaffolds to change light bulbs, replace venetian blinds, wash walls, and so forth.

When assigned, moves heavy furniture, supplies, and equipment.

Runs power cleaning equipment, cleans and oils the equipment, and changes brushes and accessories.

May mow lawns, trim hedges, rake and burn leaves and refuse, trim driveway and sidewalk edges using spades and hoes, shovel snow, and spread sand or salt on icy surfaces to prevent slipping.

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

REQUIREMENTS:

LICENSE:

Appointee 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 procedures, materials, and tools used in washing, waxing, vacuuming, and polishing wood, tile, cement, linoleum, glass, and other woodwork, furniture, and fixtures.

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

Knowledge of how to make minor repairs to heating, electrical, plumbing, and other systems.

Ability to handle cleaning problems, lift and move moderately heavy objects, organize cleaning work, and develop work methods.

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

Ability to maintain a building, ward, laboratory, office, unit, or area in a clean, hygienic, and orderly condition.

Ability to follow safety precautions and to report potentially hazardous conditions.

Ability to work effectively with other employees.

Ability to keep simple records.

Ability to learn 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.

Interested, qualified applicants should submit a cover letter and resume to

Captain Brian Lee, Office Manager

Atlantic County Prosecutor's Office

4997 Unami Boulevard, Suite 2, P.O.B. 2002

Mays Landing, NJ 08330

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