

Township of Verona
Municipal Building
Office of the Township Manager
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: BUILDING MAINTENANCE WORKER
LOCATION: Verona Community Center
TITLE CODE: 00929

ISSUE DATE: 7/16/2021 **CLOSING DATE:** 8/16/2021*
OF POSITIONS: 1
SALARY: \$44,557 - \$51,957
WORKWEEK: 35 hours per week -Full Time

DESCRIPTION:

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

EXAMPLES OF WORK:

Cleans offices, halls, gymnasiums and restrooms. Dusts and cleans furniture, fixtures and equipment; cleans windows, waxes and polishes floors, services the restrooms and sweeps and vacuums rugs. May make minor repairs to the heating or electrical systems of the building.

Assists other department personnel by carrying tools and materials, placing and removing ladders, cleaning up after work and events are complete and doing other varied tasks. When necessary, moves and controls heavy equipment and objects up to 50 lbs. Occasionally works on ladders and scaffolds to perform minor building maintenance. Runs power cleaning equipment, cleans and oils the equipment, changes brushes and accessories. May maintain outdoor property and sidewalks including shoveling snow and spreading sand or salt on icy surfaces to prevent slipping.

Keeps essential records and files.

REQUIREMENTS:

- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. To understand, remember, and carry out oral and written directions and to learn quickly from directions.
- Appointee will be required to possess a driver's license valid in New Jersey.

APPLY:

Interested candidates should submit a Verona Pre-Employment Application, cover letter and resume to the Office of the Township Manager, 600 Bloomfield Avenue, Verona, NJ 07044 or via email at JobOpportunities@VeronaNJ.org no later than the Closing Date listed above.

*The Township reserves the right to fill the position prior to the closing date.