

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



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

CAREER OPPORTUNITY

TITLE: Building Maintenance Worker
LOCATION: Verona Community Center
TITLE CODE: 00929

ISSUE DATE: 7/29/2025
OF POSITIONS: 1
SALARY: \$50,000 - \$55,000

CLOSING DATE: 8/20/2025

DESCRIPTION: The Township is seeking a motivated individual to serve as Building Maintenance Worker at the Verona Community Center. The Building Maintenance Worker will be responsible for general maintenance and cleanliness of the Verona Community Center & Annex Building as well as set up and breakdown for events. Duties include but are not limited to:

- Open Community Center and adjacent playground at 8:00am
- General building maintenance
- Cleaning and sanitizing by sweeping, mopping, vacuuming, and wiping down high touch surfaces
- Restroom cleanliness and re-stocking supplies such as soap and paper towels
- Outdoor debris removal
- Light landscaping, snow shoveling and salting when needed
- Set up and breakdown for events at the Verona Community Center
- Communicate with the Division of Buildings and Grounds for Community Center needs

The regular work week for this position is Monday – Friday from 8:00am – 4:00pm. Depending on Township needs nights and weekends may be required.

The Township of Verona offers a competitive benefits package including medical, prescription, and dental insurance, paid time off, 12 annual holidays, and pension enrollment.

REQUIREMENTS: Candidates must possess a general knowledge of building maintenance and custodial work, the ability to work independently with limited direct supervision and be customer service oriented. Candidates must have the ability to lift/carry/push/pull a minimum of 50lbs unassisted on a regular basis.

APPLY:

Qualified candidates should send cover letter and resume including compensation requirements, to the Township Manager at: jobopportunities@veronanj.org. The Township reserves the right to interview applicants on a rolling basis and fill the vacancy before the closing date.

*All applications must be received no later than 4:00 p.m. on the Closing Date listed above. Management reserves the right to interview qualified candidates before the closing date.