



Position: **BUILDING MAINTENANCE/NIGHT CUSTODIAN (2:00 PM to 10:30 PM M-F)**

Philosophy: All employees will bring with them, or will acquire through training, certain skills and abilities that will aid them in the performance of their duties. The Borough of New Providence encourages each employee to utilize his/her skills and abilities to help control the cost of services to the taxpayer and provide excellent service to the community in a professional and ethical manner.

Function: Under direction of the manager of the department of public works, this semi-skilled manual worker performs care and maintenance of public buildings and shelter houses and may at times be involved in work pertaining to grounds maintenance. Work is generally performed absent direction supervision, however is responsible for the efficient perform of all assigned duties.

Areas of Responsibility:

- Following a written schedule, performs a variety of tasks in the cleaning, maintenance and repair of public buildings, grounds and recreations areas.
- Open and close for night meetings and gymnasium activities.
- Clean and maintain equipment entrusted in your care.
- Participate in ice and snow control, sometimes working with the Streets and Roads Division
- Participate in the leaf collection program as directed
- Fill out daily work sheets and boiler log reports.
- Operate a variety of trucks, tools and equipment, including snow plows, snow blowers as well as garden equipment and tools.
- Operates public works trucks, equipment and tools.
- Participates in training and safety programs as directed.
- Assists other division of public works department as required or directed.
- Performs grounds maintenance, as directed.
- Fills out daily work sheet as required
- Performs other duties as assigned by the public works manager or immediate supervisor.

Qualifications:

- Must have a valid NJ Drivers License. – Class “A” CDL required within 12 months of employment.
- Must obtain black seal boiler license within 12 months of employment.
- Ability to read and write English.
- Ability to understand and follow oral and written instructions.
- Should be mechanically inclined and have knowledge standard tools and methods used in cleaning and maintenance work.

Other considerations:

- Must be willing to work at night, and/or weekends and holidays, as well as being able to respond to emergencies as necessary outside of regular hours.
- Must be capable the physical requirements of the position.
- All operators of borough-owned equipment and vehicles submit to random drug testing.

Dated: 032420