September 10, 2024

Position Available

Custodian - Department of Public Works Full Time - 40 Hrs/Week

Salary Range- $38,000 - $45,000 based upon experience

<u>**General Statement of Duties:**</u> Performs intermediate, semi-skilled work in the care and cleaning of Borough buildings, focused on the Vermeule complex, does related work as required and may be asked by task to perform other Public Works assignments. Work is performed under limited supervision. This is medium duty work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move and carry objects. Must have valid NJ Driver's license and a reliable vehicle for transportation to and from Borough buildings.

Essential Functions/Tasks include, but are not limited to the following:

- Performs general cleaning and maintenance of buildings, facilities and grounds in accordance with a cleaning/maintenance schedule.
- Sweeps, mops and dusts offices, building areas, stairwells and elevators.
- Wipes down of all "High-Touch" areas of buildings daily.
- Washes windows, walls, woodwork, doors, countertops, kitchen and bathroom fixtures and all appliances.
- Operates carpet shampooer, floor stripper, floor waxer, and vacuums.
- Cleans and restocks supplies in restrooms, and when required, cleans cell-blocks and holding rooms.
- Gathers and disposes refuse, recycling, litter and trash.
- Prepares quantities of cleaning and polishing materials appropriate for use from bulk containers.
- Replaces light bulbs and exit lights as needed.
- Replaces batteries as needed on smoke/carbon monoxide alarms, thermostats, toilet and urinal flushometers, sink faucets, soap and paper towel dispensers and clocks.
- Maintains neat supply rooms, closets and cabinets.
- Helps set up and break down for activities and meetings in all buildings.
- Coordinates orders of cleaning products and supplies with other staff.
- Performs minor repairs to buildings including spackling, painting, and oiling door and cabinet hinges.