

TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728
Toms River, NJ 08754
732-341-1000



DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Toms River, New Jersey 08754

Telephone: 732-341-1000, ext. 8262
Fax Number: 732-244-9883

November 29, 2016

(Closing – 4:30 pm. – Tuesday, December 6th, 2016)

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: GROUNDSPERSON - Full Time- Open to the Public
RECREATION – Bey Lea Maintenance

This is to advise that the position of full time position for a Groundsperson is now available with the Recreation Division. The Job Qualifications for this position are as follows:

QUALIFICATIONS

1. Ability to understand and follow oral and written instructions.
2. High School graduate or equivalent.
3. Must possess a valid New Jersey Driver's License and obtain a Class A Commercial Driver's License with Air Brake Endorsement within the probationary period, and periodically submit same to the Administration and for examination of forklift certification, as required. If promoted from within the unit, a Class CDL with Air Brake Endorsement shall be obtained within 120 calendar days after completion of the 30 day probationary period.
4. Ability to perform continuous, strenuous activities of a physical nature in varying weather conditions.
5. Must possess basic familiarity with the operation and functions of tools and manually operated equipment.
6. Responsible for the operation of all tools related to the grounds keeping trade and tree maintenance trade.
7. Ability to perform routine functions such as digging, back filling, materials handling, lifting of objects, routine maintenance, raking, pruning, cleaning, cutting, shoveling and other general utility functions.

8. Performs other assignments as assigned at the discretion of the employee's immediate supervisor on an as needed basis as determined by the immediate supervisor.

JOB FUNCTION AND DUTIES:

1. Performs routine functions such as digging, backfilling, material handling, lifting of objects, routine maintenance and repairs and painting, raking, pipe lying, pruning, cleaning (including steam cleaning), general sweeping, mowing and cutting, shoveling, minor carpentry duties, sign painting and minor janitorial duties.
2. Uses hand tools such as, but not limited to, hammers, saws, pruning shears, pliers, etc. Tools related to gardening, pruning and minor carpentry repairs and other manually operated equipment.
3. Operates various hand held power tools such as, but not limited to, chain saws, power drills, power saws, power grinders/wire wheels, and certain stationary power tools such as radial arm saw, drill press, bench grinder and cut off saw.
4. Operates walk behind and hand held gasoline powered equipment, such as, but not limited to, hand mowers, string trimmers, chain saws, snow blowers, backpack/leaf blowers, sod cutters and spreaders.
5. Operates various self-propelled (ride-on) mowing equipment such as, but not limited to, tractors with various implements attached such as rot tillers, aeration equipment, grading implements, loaders and all fine turf mowing equipment.
6. Operation of various trucks including trucks with trailers and snow plow equipment.
7. Operates and repairs irrigation systems at various facilities.

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Persons with mental or physical disabilities are eligible as long as they fully disclose their limitation to the Township and they can perform essential functions of the job with reasonable accommodation. Such persons are not eligible if a reasonable accommodation cannot be made without undue hardship to the Township, or if the individual cannot perform the job without posing serious threat of injury to the health and safety of the individual himself/herself, other employees, or the public.

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Salary:	Grade 62A (non-CDL) \$19.0601/hr - \$29.4849/hr Grade 62 (with CDL) \$19.83/hr - \$30.9311/hr
Hours:	40 hours a week
Department Code:	6-26- -B91-101

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Applications must be filed no later than 4:30 pm. Tuesday, December 6th 2016, with the Department of Human Resources, 33 Washington Street, Mailing Address: P.O. Box 728, Toms River, New Jersey, 08754-0728.

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