

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

October 21, 2016

(Closing: Thursday, October 27, 2016, 4:30pm)

TO: To All Departments

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

RE: CUSTODIAN ~ Full-time
(Department of Parks, Buildings and Grounds)

This is to advise that the position of Custodian (full-time) is now available in the Department of Parks, Buildings and Grounds. The Job Qualifications are as follows:

QUALIFICATIONS

- 1) Ability to read, write and speak English sufficiently to perform the duties required of this position.
- 2) Able to understand, remember and carry out oral and written direction.
- 3) High School diploma or equivalency.
- 4) Valid New Jersey Drivers license.
- 5) Some knowledge of the problems, procedures, methods, tools, equipment and supplies used in cleaning and washing windows and floors; washing and polishing floors, and light maintenance, in both indoor and outdoor situations.
- 6) Ability to make minor repairs to heating, electrical and other systems of varied types.
- 7) Must be able to work flexible hours.
- 8) Performs other assignments as assigned at the discretion of the employee's immediate supervisor on as-needed basis.
- 9) Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

Under the provisions of present Teamsters Local #97 contract regarding blue-collar worker positions, when promotions to a higher laborer grade or transfer to another grade are in order, the Township shall make such promotions or transfers from among those regular employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Department of Human Resources no later than 4:30 p.m., Thursday, October 27, 2016.

Record of conduct and performance in present position will be considered.

Union:	Blue Collar
Grade:	61
Salary:	\$17.5411 (new hire) \$27.1336 (current employee, hired prior to 1/1/1998)
Hours:	40 hours per week
Account:	6-01-R20-101

**Applications must be filed no later than 4:30 p.m., Thursday, October 27, 2016 with the
Department of Human Resources
33 Washington Street
*Mailing Address: P.O. Box 728
Toms River, New Jersey 08754-0728***
