



THE CITY OF PATERSON

Job Posting

Job Title:	BUILDING MAINTENANCE WORKER	Job Category:	Classified
Department/Division:	PATERSON FREE PUBLIC LIBRARY	Job Code/Job ID:	00929/318
Location:	250 BROADWAY, PATERSON, NJ 07501	Travel Required:	LOCAL
Level/Salary Range:	\$30,000.00	Position Type:	Full-Time
Contact:	Eugenia Byfield	Posting Period:	01/13/2022-01/28/2022

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:

973-321-1325

hrinfo@patersonnj.gov

Attention: **BUILDING MAINTENANCE WORKER**

Regular Mail:

Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

Job Description

Role and Responsibilities

Under direction of a supervisory official, performs varied simple and moderately physically strenuous tasks involved in cleaning and maintaining offices, furniture, buildings, and grounds; may assist in making minor repairs to buildings or equipment; does other related duties as required.

Examples of Work

- Cleans rooms, offices, cafeterias, cottages, other living quarters, halls, gymnasiums, laboratories, auditoriums, hospital wards, bathrooms, and restrooms.
- Dusts, cleans, and polishes furniture, fixtures, woodwork, and equipment.
- Washes and cleans windows, sweeps, washes, strips, waxes, and polishes floors, and sweeps and vacuums rugs.
- Mops or scrapes sticky or heavy liquids from floors.
- Occasionally works on ladders and scaffolds to change light bulbs, replace venetian blinds, wash walls, and so forth.

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned)

Requirements

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Knowledge & Abilities

- Knowledge of procedures, materials, and tools used in washing, waxing, vacuuming, and polishing wood, tile, cement, linoleum, glass, and other woodwork, furniture, and fixtures.
- Knowledge of use of and minor adjustment to sweepers, vacuum cleaners, floor buffers, polishers, and other equipment.
- Ability to handle cleaning problems, lift and move moderately heavy objects, organize cleaning work, and develop work methods.
- Ability to understand, remember, and carry out oral and written directions, and to learn quickly from directions and demonstrations.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.