

Building Facilities Maintenance Worker/ Security Guard (2 vacancies) - Hoboken Public Library

Hoboken Public Library connects people with information, ideas, and opportunities; supports lifelong learning, personal growth, and community development. We believe a library's most important resource is a talented, quality staff. Hoboken Public Library strives to achieve a more meaningful role in our patron's daily lives through the development and support of our staff implementing innovative library service.

Full Time, 35 hours per week.

SCHEDULE: Daytime, evening, and weekend hours required.

Starting minimum salary \$35,708.

Under direction of the Facilities Manager, the candidate will perform varied simple and moderately physically strenuous tasks involved in cleaning and maintaining all library buildings and grounds. May assist in making minor repairs to buildings and/or equipment and other related duties as required. Patrols the library grounds and buildings to provide protection to persons gathered therein from harm, protects public property against fire, theft, vandalism, and illegal or unauthorized entry.

ESSENTIAL FUNCTIONS

The examples of duties and responsibilities below are intended to describe the general nature and level of work to be performed by individuals in this position, rather than an extensive list.

- Performs varied simple and moderately physically strenuous tasks involved in cleaning and maintaining offices, furniture, buildings, and grounds.
- Visually inspect windows doors locks to ensure they are secure and properly locked and untampered.
- Conduct regular review of library buildings to ensure safety.
- Resolve issues with patrons
- Assist in making minor repairs to buildings or equipment
- When necessary, moves and controls heavy equipment, carries and sets up ladders and works from ladders.
- When assigned, moves objects weighing about 50 pounds.
- When assigned, moves heavy furniture, supplies, and equipment.
- Make deliveries to the post office, branches, and other locations as directed.
- Set up rooms and move furniture, as directed.
- Clean and dispose of materials to keep library space safe.
- Cleaning up after work has been done, and by doing other varied tasks of a simple nature.
- Distributes supplies.
- Assist with snow removal and making walkways safe.
- Other duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to calmly resolve conflicts.
- Knowledge about security, fire and building maintenance and repairs.
- Work harmoniously with co-workers and a diverse and varied clientele.
- Ability to undertake repairs and maintain equipment.

QUALIFICATIONS

- Minimum of two years' experience in facilities maintenance.
- High school diploma.
- Valid NJ Driver's license.
- SORA (Security Officer Registration Act) license required or must be obtained within the first 45 days of employment.

Please send your resume & cover letter to the attention of the Facilities Manager, Raul Sanguinetti Raul.Sanguinetti@hoboken.bccls.org

Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

Posting closes: August 27, 2022