

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Custodian/Groundskeeper
SALARY: \$ 31,041 -\$63,509
RANGE: 6
DEPARTMENT: Department of Parks and Recreation

JOB DESCRIPTION: Performs routine functions related to building and grounds maintenance of recreation facilities including but not limited to; Community Center, Wetherill Historic Site, Rocky Top Dog Park and all park concession areas.

EXAMPLES OF WORK:

- Sets up for programs and special events.
- Maintains facilities including: cleaning restrooms; sweeping, vacuuming and/or mopping floors; shampooing carpets; changing dispensers; performing light repairs; stocking supplies; disinfecting all areas.
- Sets up facilities for meetings/events including: reviewing function sheets to determine furniture and equipment needs; placing tables, chairs, stages, dance floors, etc.; and setting up and/or operating equipment.
- Performs heavy and light grounds maintenance tasks including weeding and mowing grounds, flower beds, etc.; shoveling and cleaning walkways; and performing related functions.
- Collects and disposes trash and recyclables inside and outside of facilities.
- Performs courier functions such as delivering equipment to repair shop; picking up mail, etc.
- Regulates heating and ventilation system; checks alarms; and inspects equipment.
- May serve as backup for other positions within the department.
- Performs other duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicle	Mowers
Vacuum	Weed Eaters
Floor Waxers	Snow Blowers
Hand Tools	Hedge Trimmers

MINIMUM QUALIFICATIONS REQUIRED:

High School diploma or GED. Prior experience is preferred. Valid Driver's License with a clean driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of cleaning techniques, equipment, cleaning chemicals, and compounds and their proper uses.
- Knowledge of safe and efficient operation and basic maintenance and routine repairs of assigned equipment.
- Knowledge of internal departmental policies and procedures.
- Skill in setting up event equipment, including chairs, bleachers, stages, etc.

AFSCME UNION

- Skill in maintaining the cleanliness and safety of buildings.
- Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Ability to read, write, understand or communicate in English.
- Ability to establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to be physically able to: stand or sit for extended periods; write, hear and speak; bend, kneel, stoop or climb; and lift, push, or pull up to 100 pounds.
- Must be able to work schedules that may change depending on the activities scheduled. Must be able to work overtime periodically.

The successful candidate must pass a thorough criminal background check and physical examination.

Please complete an on-line application if interested.

South Brunswick is an Equal Opportunity Employer.