

RESOLUTION 2022-212

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION, CUSTODIAN
PUBLIC WORKS DEPARTMENT**

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Custodian, Public Works Department is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held on the 5th day of July, 2022, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: CUSTODIAN
DEPARTMENT: PUBLIC WORKS
STATUS: FULL TIME ()
UPDATED: JULY 5, 2022

Description of Duties / Responsibilities:

- Performs general cleaning and janitorial duties in the common areas of the building.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms and cafeteria.
- Performs limited grounds maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitor's room; ensures cleaning and maintenance supplies are stocked.
- Washes windows.
- Assists in examining buildings and grounds for safety hazards; reports deficiencies to foreman, supervisor, or administration.
- Performs any other related duties as assigned by supervisor, foreman or administrator

Required Skills/Abilities:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the Township clean and orderly.
- Ability to interact with staff remaining professional, polite, and courteous.
- Ability to perform snow removal tasks

Education and Experience:

- High school diploma or equivalent required.
- Must pass a background check.
- Must possess a valid NJ Driver's license

Physical Requirements:

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.