



LIBRARY SYSTEM

Linda A. Devlin, Director

Open: 09/17/21

Close: 10/08/21

Job Title: Senior Building Maintenance Worker **Job Posting 041-21**

Department: Maintenance, System-wide

Salary: \$15.2655 per hour

Schedule: 38 hours per pay period (Two weeks)
 Schedule based and adjusted on Library needs
 Primarily: Monday-Thursday 7am-11am and Friday 7am-11am

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

The Senior Building Maintenance Worker (SBMW) will perform necessary general cleaning, maintenance, and minor repairs such as assessing and attending to any maintenance issues that include vacuuming, cleaning (restrooms/general library), trash, recycling, carpet cleaning, meeting room prep, minor plumbing and electrical needs, painting and other building maintenance duties. The SBMW may also direct work assignments of the Building Maintenance Workers, and be called upon to fill in as needed. Will be scheduled at various branches in the system as needed.

Experience Requirements/Knowledge and abilities:

- One (1) year (full time equivalent) of experience in the cleaning and maintenance of furniture, fixtures, offices, and buildings
- LICENSE:** Appointees will be required to possess and maintain a valid driver's license valid in New Jersey in order to perform the essential duties of the position.
- Knowledge of problems, procedures, and methods used in inspecting, analyzing, and determining the cleaning and maintenance work to be done, and of materials needed.
- Knowledge of procedures and methods effective in large scale cleaning and maintenance work.
- Ability to comprehend established cleaning and maintenance practices.
- Ability to understand, remember, and carry out oral and written directions and to learn quickly from oral and written explanations and from demonstrations.
- Ability to keep necessary records.
- Ability to handle and control heavy cleaning equipment and to lift and move moderately heavy objects.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Must possess and maintain a valid NJ driver's license and provide own transportation.

Applications of current employees will be reviewed first, then, other applications will be reviewed in the following order: residents of Camden County, Contiguous County Residents, NJ State Residents. If the chosen applicant is a not a New Jersey resident, he or she must become a bona fide New Jersey resident to be appointed to the position within the timeframe designated by the Library, not to exceed one year.

Employment applications may be obtained at any of our branches or on our website and can be directly uploaded at: <http://www.camdencountylibrary.org/employment-library> or you may submit your completed application to the address below.

Completed applications are due in the Human Resources Office by **October 8, 2021 at 2 PM.**

Camden County Library, Department of Human Resources
203 Laurel Road
Voorhees, NJ 08043 or Fax: 856-772-2761
E-mail: humanresources@camdencountylibrary.org

**Job Posting Number and position title must be in the subject line if sending via email. Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.* The chosen candidate may be required to complete and pass a background and drug screening process.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply. The Camden County Library is an Equal Employment/Affirmative Action Employer.

We meet the learning, recreational and information needs of our customers, providing an open environment for our community.

Dream Explore Imagine

Anthony P. Infanti Bellmawr Branch Library • Gloucester Township Blackwood Rotary Public Library • M. Allan Vogelson Regional Branch Library
Merchantville Public Library • Riletta L. Cream Ferry Avenue Branch-Camden • Nilsa I. Cruz-Perez Downtown Branch - Camden
South County Regional Branch Library • William G. Rohrer Memorial Library-Haddon Township Branch