



Linda A. Devlin, Director

Open: 09/30/21

Close: 10/21/21

Job Title: Building Maintenance Worker **Job Posting 025-21**

Department: Maintenance, Systemwide, primarily Riletta L. Cream Ferry Avenue Branch, Camden

Salary: \$15.0000 per hour

Schedule: 38 hours per pay period (Two weeks), Schedule based and adjusted on Library needs
Primarily: Monday through Thursday 8am-12pm and Friday 9am-12pm

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

Under supervision performs varied simple and moderately physically strenuous tasks, which include vacuuming, cleaning bathrooms, collecting trash, dusting and polishing furniture, and maintaining and requesting supplies. Also, pick up trash outside, minor grounds keeping, shovel snow, and spread sand or salt on icy surfaces when needed, set-up and break down of meeting rooms. Monitors HVAC and all mechanical systems such as water, fire/sprinkler systems, emergency lighting, and electrical timers and report discrepancies to appropriate supervisor. The candidate will be required to travel and work at other Library System locations as needed. Performs other related duties as required.

Experience Requirements/Knowledge and abilities:

- Must be able to lift a minimum of fifty (50) pounds.
- The successful candidate must have the following knowledge and abilities:
- Knowledge of use and minor adjustment to sweepers, vacuum cleaners, floor waxers, polishers and other equipment
- Ability to handle cleaning problems, lift and move moderately heavy objects
- Ability to understand, remember and carry out oral and written directions
- Ability to maintain the building or area in an hygienic and orderly condition
- Ability to follow safety precautions and to report potentially hazardous conditions
- Ability to work effectively with other employees.
- 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 21, 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