

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Building Maintenance Worker (10/2022) (Classified)

Location:

Galloway - Main Campus

Job Category:

Maintenance

Department:

Plant Management (410025)

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

Work Hours:

40 hours per week

Posted Date:

2/15/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Under direction of a Crew Supervisor, M/W Building Maintenance Workers or other supervisor in a state department, institution, or agency, may be assigned to work with mechanics, carpenters, electricians, painters, plumbers, and steam fitters in the trades as a helper; cleans and maintains offices, furniture, building, and grounds, and makes minor repairs; does other related duties as required.

This is an in-person on campus, non-remote position.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

Responsibilities:

- Inspects and determines cleaning and maintenance work to be done and materials needed for such work.
- Sweeps, washes, cleans, and waxes floors, in washing windows and woodwork, and in other work involved in the cleaning of offices, halls, living quarters, cafeterias, classrooms, gymnasiums, auditoriums, kitchens, lavatories, dormitories, and other units.
- Dusts, waxes, and polishes, desks, tables, chairs, office equipment, and other furniture.
- Collects and disposes of waste papers and refuse, sweeps sidewalks, and removes papers, refuse, trash, and weeds from outside grounds.
- Cleans washrooms, toilets, sinks, and other fixtures in lavatories and kitchens and sees that clean towels, tissues, and soap are available.
- Rearranges and relocates office furniture, records, and supplies.
- Dusts and cleans venetian blinds.
- Cleans, places, and replaces window and door screens.
- May assist in erecting and dismantling metal and wood scaffolding.
- May assist in firing boilers.
- May assist in snow removal.
- Periodically checks fuel and housekeeping supplies.
- Collects, counts, and sorts of laundry.
- Sees that doors are kept locked at the end of the workday.
- Washes blackboards.
- Sees that damaged appliances, equipment, and supplies are reported and/or replaced.
- Oils, greases, and does other work involved in maintenance of fans, vibrators, and deep therapy, infrared, and ultraviolet lamps.
- Replaces electric light bulbs and fuses.
- Repairs locks, window cords, venetian blinds, faucets, and other equipment.
- Paints walls, woodwork, and ceilings.
- Obtains, stores, safeguards, records, and properly uses department equipment, materials, and supplies.
- Makes simple reports.
- Keeps records.
- Will be required to learn to utilize various types of electronic and/or manual recording and information system used by the agency, office, or related units.
- Support Stockton University's diversity commitment and strong student-centered vision and mission.

Qualifications:

- At least one year of relevant custodial experience
- Must be willing to work any shift, particularly the 3rd shift (11:00 p.m. to 7:30 a.m.)

Minimum Experience Required:

One (1) year

Required Documents:

Letter of Interest, Resume

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.