

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Building Maintenance Worker (Classified)

**Requisition Code:**

492584

**Location:**

Galloway – Main Campus

**Job Category:**

Maintenance

**Department:**

Facilities & Plant Operations

**Salary:**

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

**Work Hours:**

11:00p – 7:30a

**Posted Date:**

6/5/2023

**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](http://www.Stockton.edu).

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

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.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

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.

### **Descriptions of Essential Duties/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 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.

**Required Qualifications:**

- Driver's license.
- At least one year of relevant work experience.

**Preferred Qualifications:**

- 3 years relevant work experience.
- Experience stripping floors and using heavy cleaning equipment.

**Screening Information:**

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

**How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- A current resume

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

**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](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.