



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #:24-24

Posting Period: Open Until Closed

Title: TES Building Maintenance Worker
(Hourly- Lodging Associate)

Salary: \$20.00/hour

Number of Vacancies: 1

Workweek: Hourly

Work Location: 100 Camp Drive
Sea Girt, NJ, 08750

Program: National Guard Training Center

Scope of Eligibility: Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Performs cleaning duties in all guest areas and back of house. Consistently offers professional, friendly, and engaging service. Ensures housekeeping departmental standards are followed. Responds timely to guests' special requests for miscellaneous items like cots, extra towels, etc. Maintains inventory of necessary supplies. Reports necessary maintenance items. Follows departmental policies and procedures. Follows all safety and sanitation policies. Coordinate room reservations and confirm the details of a customer's visit prior to their stay. They maintain an up-to-date knowledge of room rates and housekeeping schedules, allowing them to provide prompt and accurate information to guests. Performs additional duties as needed.

Civil Service Commission Requirements

License: Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Knowledge and Abilities: Knowledge of problems and methods of inspecting and determining the cleaning and maintenance work to be done and the materials needed.

Knowledge of routines and methods effective in large scale cleaning and maintenance work.

Knowledge of problems encountered and materials, tools, and procedures used in washing, waxing, vacuuming, and polishing tile, cement, linoleum, and other floors and woodwork, furniture, and fixtures.

Knowledge of proper use and minor adjustment of sweepers, vacuum cleaners, floor waxers and polishers, and other equipment.

Knowledge of general safety precautions to be observed.

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 work harmoniously with associates, superior officials, and with patients as well as members of the general public.

Ability to clean and wash windows, venetian blinds, blackboards, and floors, to dust desks, chairs, tables, and other furniture, to wax and polish floors, to clean and wash toilets, sinks, and other lavatory fixtures, and to do other work

involved in the cleaning of offices, halls, living quarters, cafeterias, classrooms, gymnasiums, auditoriums, lavatories, and other buildings.

Ability to keep an assigned building, ward, units, or area in a clean, sanitary, and orderly condition.

Ability to obtain, store, safeguard, and properly use equipment materials and supplies.

Ability to observe safety precautions and to recognize and report potentially hazardous conditions.

Ability to make simple reports.

Ability to keep records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Residency: Pursuant to the “New Jersey First Act” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans’ Preference: To qualify for New Jersey Veteran’s Preference/status, you must establish Veteran’s Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran’s Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.