

Position Number: T-312-18-104 – Please be sure this number appears on all correspondence.

Open: 11/05/18

Close: 11/12/18

Schedule: Mon – Fri 8am to 4:30pm [with ½ hr lunch] – 40 HPW

Title: Temporary Maintenance Repairer – Temporary position that could last up to 6 months

Hourly rate: \$14.42 per hour

Location: Toms River Facilities

Under direction performs a variety of routine maintenance and repair tasks involved in masonry, plastering, carpentry, painting, plumbing, steam fitting, sheet metal, electrical, glazing, mechanical, and/or other types of maintenance work; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Erects simple forms, mixes cement and aggregates, pours same, and does the finishing work involved in concrete structures.

Patches and repairs brick and concrete structures.

Repairs damaged plastered walls and ceilings.

Spackles, and paints interior and exterior metal, wood, and masonry surfaces.

Repairs plumbing stoppages and repairs leaks in copper, soil, and iron pipe.

Replaces washers and gaskets, and makes general service repairs.

Does general sheet metal work involved in repairing roofs, drain boards, and rainspouts.

Replaces light bulbs, fuses, wall plates, fixture cords, and switches.

Replaces broken glass and re-putties.

Changes lubricants, refuels, and does light maintenance work on equipment and vehicles.

Cleans tools and equipment.

Keeps simple records.

REQUIREMENTS:

The following requirements must be met in order to be eligible for employment under this announcement.

1. **Ocean County residency.** Applicants *must* be a resident of Ocean County, New Jersey. Candidates who reside outside Ocean County will be found ineligible and no further action will be taken on their application.
2. Completion of the OCL Employment Application. Care should be taken to describe work experiences and or education.
 - In addition, other practical skills not specifically noted (for example, proficiency in a second language) should be clearly stated on the application.
 - *Failure to provide the information necessary to determine demonstrated performance may result in the applicant not being considered for an interview.*
3. Submission of all application materials must be received by the closing date identified above. Any materials received after the closing date will not be eligible for consideration.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey as it is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general maintenance and repair work.

Ability to understand, remember, and carry out oral and written directions.

Ability to take safety precautions in performing the work.

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

Ability to maintain simple records.

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

Note:

Interested candidates must send an OCL application (may include resume), no later than the closing date listed above, to:

The Ocean Country Library
101 Washington Street
Toms River, NJ 08753
Attn: Donna Cardinale, Human Resources

Applications may be printed from our website, www.theoceancountylibrary.org, scroll down and click on Jobs at the Library on the lower right side. In addition, hard copies may be picked up at any branch of the Ocean County Library.

Applications may also be emailed to dcardinale@theoceancountylibrary.org or faxed to 732-341-6043.

Please direct all inquiries to Donna Cardinale at 732-349-6200 extension 5932.

Thank you.