

Township of Livingston

JOB POSTING

SENIOR MAINTENANCE WORKER / ELECTRICIAN

Public Works

POSTING DATE: December 7, 2017

APPLICATION DEADLINE: December 31, 2017

DATE POSITION WILL BECOME AVAILABLE: Immediately

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

E-mail (preferred):

to "employment@livingstonnj.org". Please include the position title in the subject line.

or

Fax:

(973) 992-7531

or

Mail:

Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: SENIOR MAINTENANCE WORKER/ELECTRICIAN
DEPARTMENT: Public Works
REPORTS TO: Foreman
GRADE LEVEL: Senior Maintenance Worker
STATUS: F/T, Regular, Non-exempt
STATUS: 40 hrs/week, M-F, ½ hour lunch
Regular Schedule: 40 hrs/week, M-F, 8:00AM – 4:30PM, ½ hour lunch
Shift Schedule may apply, includes nights and weekend
Must be available for emergency call out 24/7

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

I. SUMMARY

Under supervision of the Foreman, performs a full array of semi-skilled to skilled work. Acting as a crew leader, supervising and participating in the work of manual labor activities as needed and/or required by the Public Works Department to maintain operations. Activities may be interchangeable and include but not limited to maintenance and repair of the Township's buildings, equipment, municipal streets, parks, pool, water, storm sewer and sanitary sewer systems. Operate various types of equipment, specialty tools, machinery and commercial vehicles and performs manual and skilled work. Instructs and trains unskilled maintenance workers. Assign tasks as required by the Public Works Foreman.

Perform the more difficult and responsible types of technical duties assigned. This is a highly visible position.

2. SUPERVISORY RESPONSIBILITIES

Part-time immediate supervision of or direction of one to ten full-time equivalents or maintenance worker, performing the same or directly related work most of the time as those supervised.

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

Office Other – Explain: Indoor and/or outside working conditions

- Ability to regularly use hands to handle, feel or operate objects, tools or controls and to reach with hands and arms.

- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and use the sense of smell.
- Frequently must lift, move and carry up to 80 pounds and occasionally up to 125 pounds.
- Ability to regularly work in outside weather conditions exposed to heat, cold, wet or humid conditions.
- Frequently works near moving equipment and occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.
- Must be available for emergency calls.

4. ESSENTIAL FUNCTIONS

The essential functions must be performed satisfactorily and may include but not limited to, the following:

- Perform the full range and be interchangeable in most complex duties of the Maintenance Worker responsibilities. (See Maintenance Worker Job Description).
- Provide lead direction to other workers.
- Review work to verify compliance to standards and regulations.
- Replaces light bulbs, fuses, wall plates, fixture cords, and switches. Uses various types of test equipment such as ammeters, voltmeters, and ohmmeters.
- Makes emergency electrical repairs, trouble shoots malfunctions and breakdowns.
- Maintenance of streets, parking lots and related property.
- Operate and service water storm or sanitary systems.
- Install, construct, maintain parks, grounds and related facilities and equipment.
- Perform landscape/grounds care.
- Perform preventative maintenance and minor repairs of motorized vehicles/equipment.
- Perform general maintenance activities and cleaning.
- Perform general labor.
- Perform snow removal and leaf collection activities.
- Perform custodial duties and prepare facilities for public use.
- Understand and adhere to all safety policies and practices.
- Perform a wide range of tasks to maintain the operations of Public Works at the verbal and/or written direction of the Public Works Superintendent and/or designee.
- Perform basic plumbing duties.
- Set up proper safety work zones on jobsite.

5. TASKS RELATED TO RESPONSIBILITIES:

Operate and Service Water Systems:

- Perform as the Utility Repair/Maintenance Crew Leader.
- Perform all Maintenance Worker duties and functions (see Maintenance Worker Job Descriptions).

Maintain Street, Parking Lot, pools and Related Property:

- Perform as the Paving Crew Leader.
- Perform as the Curb Crew Leader.
- Perform all duties and functions for this task (see Maintenance Worker Job Description).
- Ability to open, close and maintain pools for the season.
- Ability to check and adjust chemicals for proper PH, and chlorine levels.

Install, Construct and Maintain Parks, Grounds and Related Facilities and Equipment:

- Perform as the Playground/Athletic Fields Crew Leader.
- Perform all duties and functions for this task (see Maintenance Worker Job Description).

Assist with Preventative Maintenance and Minor Repairs of Motorized Vehicles/ Equipment:

- Perform routine preventative maintenance and safety checks on vehicles and equipment.
- Assist in routine preventative maintenance on vehicles such as checking fluid levels and adding or changing oil as needed, checking belts, etc.

Perform General Maintenance Activities:

- Perform as the General Maintenance Crew Leader.
- Perform carpentry and painting activities.

Perform General Labor Activities:

- Haul materials manually or with light equipment, as needed.
- Perform brush clearing and wood chipping.
- Prepare concrete mix, installs concrete forms and finish concrete surfaces.
- Install concrete and Belgium block curb and sidewalks.
- Perform strenuous manual labor in extreme climatic conditions including, but not limited to, lifting and digging.

Perform Snow Removal Activities:

- Plow streets, parking lots, ice rinks and skating areas using light and/or heavy equipment or manual labor.
- Plow sidewalks using light equipment or manual labor.
- Apply sand and salt to roadways.
- Perform Custodial Duties and Prepares Facilities for Public Use.
- Sweep, vacuums, mops, dusts, waxes, polishes, and buffs floors, carpets and furniture.
- Dump garbage including recycling and picks up litter from around buildings and grounds.
- Clean and sanitizes restrooms and replenishes supplies.
- Clean and maintains drinking fountains, tables, walls, fixtures, blinds, light fixtures, etc.
- Evaluate status of facility and performs or schedules needed repairs (building maintenance only).
- Arrange facilities for special events, including, but not limited to setting up and taking down tables and chairs.

Perform Other Duties as assigned:

- Welding
- Street Sweeping
- Leaf Collection

Supportive Work Environment:

- Treat other employees with respect.
- Support a positive work environment.
- Keep others informed of work issues and programs by maintaining quality communication.
- Work to resolve issues of conflicting personalities and needed.
- Assist other staff and departments as needed.
- Promote a safe working environment.

Service Objective-Responsibilities to Citizens and Taxpayers:

- Courteous and respectful.
- Responsible to citizen requests.
- Cost effective use of Township resources.

6. KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform assigned tasks with limited supervision and assigned technically advance duties.

- Expected to know the work functions, act independently, and advise foreman of needed work and approximate time and materials needed to complete the work.
- Ability to evaluate problems and recommend alternative solutions.
- Ability to lead, organize and review the work of assigned crews.
- Ability to interpret, explain, and enforce policies and procedures.
- Ability to establish and maintain cooperation and working relations with anyone you come in contact with.
- Ability to demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
- Ability to promote a customer service focus in forging public relations.
- Ability to read, understand and follow oral instructions and written materials.
- Ability to perform basic mathematical computations including addition, subtraction, multiplication and division.
- Ability to perform job responsibilities in climatic extremes.
- Ability to perform routine vehicle repair and maintenance tasks.
- Knowledge of the operation and maintenance of trucks, light equipment, motors and machines.
- Ability to perform in the safe and efficient use of tools used in the Public Works Dept.
- Ability to establish and maintain effective working relationships with township staff and the public.
- Ability to adhere to the Township rules and regulations, federal and state guidelines, etc.
- Expected to have proven skills in the operation of all assigned equipment.
- Ability to perform basic computer skills (word, email, etc.)

7. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Graduation from high school and vocational-technical school with specialization in mechanical maintenance and repair, electrical maintenance or related field. Requires a minimum of six (6) years of experience which should include the building maintenance trades, i.e. electrical, plumbing, carpentry.

Licensing &/or Certifications: Current and valid electrical license issued by the State of New Jersey required. Driver's license valid in the state of New Jersey required.

Special Requirements: None.

8. MISCELLANEOUS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.