

**Department of Public Works
Job Posting**

Full Time Building Maintenance & Custodian

Under the supervision of the Director of Public Works and the Division Manager for Buildings and Grounds, this position must have knowledge of building maintenance and cleaning practices, supplies, and equipment. Applicants for this position must possess a High School Diploma or the equivalent and a valid New Jersey driver's license. The Full Time Building Maintenance & Custodian will work Monday – Friday from 7:00AM-3:30PM. Annual salary range for this position is \$50,662.22 - \$63,654.00, commensurate with experience. This position is a union position with health and paid time off provided in accordance with the AFSCME union contract. The successful candidate must pass a background check, pre-employment physical and a drug test.

Position is currently open and accepting applications until October 15, 2026. If you are interested in this position, please send cover letter, resumes and completed Borough of Eatontown applications to dgianfrancesco@eatontownnj.com or to the Borough of Eatontown, Attn: Human Resources, 47 Broad Street, Eatontown, New Jersey 07724. Applications will be reviewed on a rolling basis. The Borough of Eatontown reserves the right to interview candidates before the application deadline. Reasonable accommodation will be made for individuals with disabilities. The Borough of Eatontown is an Equal Opportunity.

DEFINITION:

Under the direction of the Director of Public Works and the Division Manager for Buildings and Grounds, performs building maintenance and repair tasks in municipal plant operations.

EXAMPLES OF WORK:

- Follows CDC guidance for cleaning public spaces.
- Follows a regular cleaning routine that includes daily, weekly and monthly tasks:
 - Sweeps, mops, vacuums and polishes floors;
 - Washes walls, windows and woodwork;
 - Dusts, polishes, arranges and moves furniture;
 - Cleans and restocks lavatories.

- Uses EPA approved disinfectants to ensure effective cleaning and disinfection.
- Ability to recognize potential safety hazards.
- Minor repairs to buildings.
- Minor repairs to heating systems.
- Minor repairs to plumbing.
- Minor repairs to electrical circuits.
- Replaces light bulbs.
- Unstops and cleans lavatories.
- Related work as required.
- Performs other duties as assigned.

REQUIREMENTS:

Education:

Possession of a High School Diploma or equivalent.

Experience:

Appointees are required to possess a valid New Jersey driver's license in order to perform essential duties of this position.

KNOWLEDGE AND ABILITIES:

- Knowledge of building maintenance and cleaning practices, supplies, equipment,
- Knowledge of basic and mechanical tools.
- Ability to perform skilled maintenance and repair tasks without immediate supervision.
- Ability to comprehend, remember, and carry out written and/or oral instructions and directions.
- Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
- Ability to understand and observe rules, regulations and policies of the Borough of Eatontown.

- 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.

The Borough of Eatontown is an Equal Opportunity Employer

Application for Employment

Date: _____



Borough of Eatontown
47 Broad Street
Eatontown, New Jersey 07724
732-389-7600

- The Borough of Eatontown is an Equal Opportunity Employer.
- Please complete the entire application even if a resume is attached.

Personal Information

Name: _____

Address: _____

Email: _____

Phone: _____

If you are under 18 years of age, can you provide proof of eligibility to work in the US?

☐

Yes

☐

No

Are you legally eligible to work in the US?

☐

Yes

☐

No

Do you currently possess a driver's license?

☐

Yes

☐

No

Please list any endorsements:

Have you ever been employed by the Borough of Eatontown before?

☐

Yes

☐

No

If yes, please provide dates?

Application for Employment

Date: _____

Are you disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?

☐ Yes

☐ No

Position

Position Applied For: _____

Available Start Date: _____

Applying For:

☐ Full Time

☐ Part Time

☐ Temporary/Seasonal

Desired Salary: _____

Available Start Date: _____

Are you currently employed?

☐ Yes
☐ No

May we contact your current employer?

☐ Yes
☐ No

Employment History: List your last four employers and major assignments with that employer. Please begin with your most recent employer and include military service.

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason for Leaving: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason for Leaving: _____

Application for Employment

Date: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Education: Please provide information on your formal schooling. Include any formal vocational or professional education.

School Name	Location	Years Attended	Degree Received/Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date:

[illegible]

Name & Address	Email	Phone number	Years known

Applicant Statement:

I certify that all information that I have provided in this application to secure work with the Borough of Eatontown is true, complete and correct.

I understand that any provisional offer of employment may be subject to job-related pre-employment testing and that certain positions may require complete background and criminal checks.

I expressly authorize, without reservations, the Borough of Eatontown, its employees or representatives to contact and obtain from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Borough of Eatontown, its employees or representatives for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Borough of Eatontown does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Borough of Eatontown reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Borough of Eatontown is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Borough Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United State and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained with this application for employment. My personal information may be shared with the Borough of Eatontown's affiliates and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature: _____

Name: _____

Date _____