

Job Title:

Night Boiler Operator / Maintenance Worker

Job Details

Bayonne is a geographically small, rapidly growing urban-suburban city with a diverse, engaged population, vibrant local business scene, excellent parks & waterfront, cruise port, and easy access via light rail & bus to New York City.

Bayonne Public Library is a newly renovated, century-old Carnegie library interested in continuing to build a new, more active library culture in Bayonne.

Schedule

Full Time, 35 hours per week.

Daytime, evening, and alternate Saturday hours required.

Monday to Thursday - 2 pm to 9 pm, Friday or Saturday (alternating) - 9 am to 5 pm

Essential Functions

Under direction of the Director, the candidate will perform varied simple and moderately physically strenuous tasks involved in cleaning and maintaining the Library building and grounds. The candidate will also run, maintain, and turn off the boiler system during night shifts. The candidate will assist in making repairs to buildings and/or equipment and other related duties as required. They will also patrol the Library grounds and buildings to provide protection to persons gathered therein from harm, protect public property against fire, theft, vandalism, and illegal or unauthorized entry.

The examples of duties and responsibilities below are intended to describe the general nature and level of work to be performed by individuals in this position, rather than an extensive list.

- Perform varied simple and moderately physically strenuous tasks involved in cleaning and maintaining offices, furniture, bathrooms, buildings, and grounds.
- Close the building at night, including building sweep to ensure all patrons and staff have left the building before locking up.
- Run the boiler system during occupied hours and turn off before closing.
- Conduct regular review of library buildings to ensure safety.
- Resolve issues with patrons.

- Assist in making repairs to buildings or equipment.
- When necessary, carry & set up ladders, work from ladders, or work on the roof.
- When assigned, move objects weighing about 50 pounds.
- When assigned, move heavy furniture, supplies, and equipment.
- Make deliveries to the post office, City Hall, and other locations as directed.
- Set up rooms and move furniture, as directed.
- Dispose of trash, recycling, and other materials to keep library space safe.
- Distribute supplies.
- Perform leaf removal, snow removal, shrubbery maintenance, and making walkways safe.
- Other duties, as assigned.

Knowledge, Skills, and Abilities

- Knowledge about boiler systems and their fueling, firing, maintenance, & repairs.
- Knowledge about security.
- Ability to calmly resolve conflicts.
- Knowledge about fire & building maintenance and repairs.
- Ability to work harmoniously with co-workers and a diverse & varied patron base.
- Ability to undertake repairs and maintain equipment.

Qualifications

- Black Seal Boiler Operator License.
- Minimum of two years' experience in facilities maintenance.
- High school diploma.
- Valid NJ Driver's license.
- SORA (Security Officer Registration Act) license required or must be obtained within the first 45 days of employment.

Please send your resume, cover letter, and three references to the attention of Melody Scagnelli-Townley, Library Director, at mtownley@bayonnelibrary.org, with the email subject "Bayonne Night Boiler Operator Application".

Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

Compensation

Starting salary: \$57,773; generous vacation, personal, holiday, and sick time off benefits; medical, dental, prescription, & disability insurance; and NJ Public Employee Retirement benefits.

Posting closes: 5-23-24