

**TOWNSHIP OF OCEAN  
DEPARTMENT OF HUMAN SERVICES  
JOB DESCRIPTION**

**JOB TITLE:**            ***PART-TIME HOURLY  
FACILITY MAINTENANCE PERSONNEL***

**HOURLY RATE:**    \$9.25 - \$10.00/hr.

**GENERAL PURPOSE:**

Performs general maintenance and grounds keeping duties within municipal parks & facilities. Part-time position, 15 - 20 hours/week (Wednesday through Fridays, 6:30 – 11:30 a.m. or 7:00 – 12:00 p.m.; Tuesdays added seasonally if employee is available)

**QUALIFICATIONS:**

1. At least 18 years of age.
2. Experience with grounds keeping preferred.
3. Ability to load, lift and move supplies and equipment.
4. Ability to keep written records.
5. Self motivated and ability work without direct supervision.
6. Must have valid New Jersey driver's license on person at all times.

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Maintenance personnel will report to the Maintenance Supervisor. Employee is responsible to perform indoor/outdoor maintenance duties of recreational facilities within the Township of Ocean including a municipal golf course, gymnasium, swim facility, parks, playgrounds and meeting rooms.

**ESSENTIAL RESPONSIBILITIES:**

1. Assist with general outdoor lawn work including but not limited to, weed wacking, raking, leaf removal, lawn cutting, etc.
2. Set up and breakdown of tables and chairs for meeting room facilities as needed.
3. Indoor floor maintenance of municipal gym.
4. Litter abatement in parks and around meeting room facilities.
5. Raking of playground surfacing.
6. Posting of notices at recreational facilities.

**OTHER RESPONSIBILITIES:**

1. Additional duties as assigned by supervisors.