



Job Title:	CUSTODIAL WORKER	Job Posting Number:	19-21
Position Type:	Full-time	Department/Group:	Operations
Location:	Southern Region Positions: 5 Shifts: 7am – 3pm and 3pm – 11pm Must be able to work 3pm – 11pm	Job Category:	Maintenance
Level/Salary Range:	\$30,823 - \$33,905	FLSA Status	Non-Exempt
Starting Salary:	\$30,823	Reports to:	Senior Director of Maintenance & Toll Operations
Date posted:	May 22, 2019	External & Internal Posting:	Yes
Posting Closing:	June 01, 2019	Internal Promotional Posting Only:	No
HOW TO APPLY: PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:		WHO MAY APPLY:	
<input checked="" type="checkbox"/> SUBMIT RESUME TO: DIRECTOR OF HUMAN RESOURCES 110 WOOD & GROVE STREETS MORRISVILLE, PA 19067		A PERSON OVER THE AGE OF 18 WHO IS AUTHORIZED TO WORK IN THE UNITED STATES.	
<input checked="" type="checkbox"/> OBTAIN APPLICATION FORM AT WWW.DRJTBC.ORG. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING			
<input checked="" type="checkbox"/> COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (<i>INTERNAL APPLICANTS ONLY</i>)			
JOB DESCRIPTION			
SUMMARY: Under the general direction of the Director of Maintenance and/or the Deputy Director of Maintenance and the direct supervision of the Regional Maintenance Supervisor, is responsible for custodial maintenance of assigned building and facility doing the simple tasks involved in the cleaning and maintaining of offices, furniture and buildings. Does related work as directed.		MINIMUM EXPERIENCE AND ABILITIES: HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEGREE (GED).	



ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING, OTHER DUTIES MAY BE ASSIGNED

- Washes and cleans windows.
- Sweeps, washes, waxes and polishes floors, including halls, stairs and foyers.
- Dusts, cleans and polishes furniture, fixtures, woodwork and equipment.
- Empties ashtrays and wastebaskets.
- Vacuums rugs.
- Cleans and services rest rooms, lunchrooms, bathroom, and sees that towels, tissues and soap are available.
- Observes safety precautions.
- Responsible for maintaining the areas of assignment in a neat, clean and presentable condition.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid New Jersey or Pennsylvania driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move and/or slide up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

ADDITIONAL NOTES:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization.