

Job Title: Full-Time Porter, Matawan Borough Department of Public Works

Location: Borough of Matawan, New Jersey

Work Schedule: Monday through Friday, 7:00 am to 3:00 pm, occasional overtime during evening or weekend hours

Salary: \$44,917.71

Job Overview:

The Porter at the Matawan Borough Department of Public Works plays a critical role in ensuring a clean, safe, and efficient environment while adhering to relevant guidelines and standards for the Matawan Municipal Building and Police Department.

Key Responsibilities:

1. Building Maintenance and Compliance:
 - Conduct regular inspections to identify and rectify maintenance issues in compliance with federal, state, and local regulations, including OSHA standards and building codes.
 - Coordinate with Risk Management and insurance providers to implement preventive maintenance measures and mitigate potential hazards.
 - Keep detailed records of maintenance activities, inspections, and compliance documentation for audit purposes.

2. Cleaning and Sanitation in Compliance:
 - Develop and implement daily, monthly, quarterly, and annual cleaning and sanitation maintenance schedules for the Municipal Building, including the Police Department Headquarters. Perform deep cleaning tasks daily, including cleaning floors, sanitizing surfaces, disinfecting high-touch areas to ensure a hygienic environment, and cleaning up blood or other bodily fluids.
 - Follow strict protocols for handling hazardous materials, waste disposal, and recycling in accordance with state and federal regulations.
 - Use appropriate cleaning agents, equipment, and protective gear to maintain safety and cleanliness standards.
 - Develop and implement cleaning protocols that adhere to sanitation standards set forth by health authorities.
 - Use environmentally friendly cleaning products and methods in accordance with regulatory guidelines and best practices recommended by our Joint Insurance Fund and state and federal agencies.
 - Monitor and maintain cleanliness levels to ensure a healthy and hygienic environment for employees, visitors, and residents.

3. Inventory and Supply Management in Compliance:
 - Maintain an inventory of cleaning supplies, tools, and equipment in compliance with storage and handling regulations.
 - Work with the Department of Public Works to source sustainable and cost-effective products that meet compliance requirements, interaction with vendors and suppliers may be required.

Qualifications:

- High school diploma or equivalent; additional training or certification in facility management, janitorial services, or related fields.
- Proven experience in building maintenance, janitorial services, or a similar role, preferably in a municipal or government setting.
- Knowledge of safety protocols, environmental regulations, and industry best practices for facility management.
- Familiarity with basic computer applications for inventory tracking, work orders, and communication.
- Strong attention to detail, organizational skills, and the ability to prioritize tasks in a dynamic environment.
- Effective communication skills to collaborate with internal stakeholders, external vendors, and regulatory agencies.
- Ability to pass a background check, physical examination, and drug test as required for employment in a government or municipal setting.

Working Conditions:

The Porter role at the Matawan Borough Department of Public Works involves working in compliance with federal and state regulations, industry best practices, and recommendations from insurance providers and Risk Managers. This includes indoor work, exposure to cleaning agents and equipment, and occasional overtime during evening or weekend hours for special events or emergencies. The role may require standing, bending, lifting, and other physical activities typical of facility maintenance work.

How To Apply:

Interested candidates are encouraged to submit a resume and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: ryan.michelson@matawanborough.com no later than 10:00 AM, May 30, 2024. The Borough reserves the right to conduct interviews prior to May 30, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.