

## **P/T POSITIONS - HIGHLANDS BOROUGH -- MONMOUTH COUNTY**

Building Dept. Secretary - Part-time 24 hrs. per week. Up to \$15/hr Afternoon, evening hours. Must have experience in processing construction permits, & scheduling of inspections. Excellent communication, computer and customer service skills required.

Recycling Yard Attendant – Part-time 24 hours per week. Up to \$11/hr Must be available afternoons & Sat mornings. Ability to communicate, assist residents and do routine clean-up work area as required.

Building Maintenance – Part time, 20-24 hours per week. Up to \$11.00 hr. Must be available to work around multiple office schedule. Knowledge of general building maintenance and custodial duties required.

Submit resume to Administrator Tim Hill, 171 Bay Avenue, Highlands, NJ 07732 or email to [thill@highlandsborough.org](mailto:thill@highlandsborough.org). Applications must be submitted by 7/12/13.