



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: January 3, 2018

CLOSING DATE: January 18, 2018

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
(X) STATEWIDE (STATE EMPLOYEES ONLY): **
() GENERAL PUBLIC

TITLE: Building Services Coordinator 1

POSTING # 2018-004

TITLE CODE: 40205

NUMBER OF POSITIONS: 1

SALARY RANGE: A14 \$37,767.75 - \$52,973.07

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

LOCATION: NJ Office of Information Technology
Operations Division/Facilities Office
300 Riverview Plaza
Trenton, NJ 08625

****PLEASE NOTE: Open to New Jersey State employees with permanent status, who meet the requirements listed below, as a promotional/lateral opportunity.**

SPECIFIC TO POSITION: Knowledge with AutoCAD program would be a plus. Must be able to lift up to fifty (50) pounds. Assist with OIT's Identification Card processing. May participate in implementing building management and maintenance. May assist in evaluating contract vendor performance of maintenance, security, and repair inspection of the areas of responsibility including property both interior and exterior for fire, health and safety violations or concerns. Collects, compiles, and reports quantitative data on building age and condition, energy consumption, maintenance, repair costs, building allocation, security requirements, operating/maintenance parts and supplies, and/or procurement volumes to assist supervisors in decision making as input to the annual budget.

DESCRIPTION OF POSITION: Under close supervision of a supervisory officer in a state department, division, institution, or agency, performs the work involved in scheduling, coordinating, follow-up, and expediting the alterations, renovations, repairs, and maintenance of office space in the central office buildings and field offices throughout the state; does related work as required.

REQUIREMENTS:

EXPERIENCE: Two (2) years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation, and repair work, and vendor management.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT, a background inquiry will be conducted.

Electronic Filing Applicants are encouraged to file electronically. Forward your letter of interest, resume and **unofficial transcript OR foreign degree evaluation** to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your resume, letter of interest and **unofficial transcript OR foreign degree evaluation (including posting #2018-004)** to:

Heather Pursell, Personnel Assistant 2, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by:


Lisa Blauer, Special Assistant