



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>CREW SUPERVISOR BUILDING MAINTENANCE WORKERS [Classified Non-Competitive]</b>			Salary <b>R10 \$37,042.98 - \$51,619.20</b>
Posting Number <b>352-24</b>	Position Number <b>040039</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/20/2024</b> To: <b>06/03/2024</b>
Location: <b>Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037</b>		Scope of Eligibility/Open to: <b>Ancora Psychiatric Hospital Employees</b>	
GENERAL DESCRIPTION			
<p>Under supervision of a supervisory official in a state or local department, institution or agency, takes the lead in and supervises a group of employees engaged in the cleaning and general maintenance of offices and furniture and the making of minor repairs to buildings and appurtenances. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties.</p> <p>This position is for Saturday through Wednesday, 7:00 am to 3:30 pm.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p><b>EXPERIENCE:</b> Two (2) years of experience in work involving the inspection, cleaning and general maintenance of offices, furniture and buildings.</p> <p><b>LICENSE:</b> 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.</p> <p>Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.</p> <p><b>NOTE:</b> The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PST.APH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital Reference Posting #352-24 New Jersey Department of Health 301 Spring Garden Road Ancora, NJ 08037</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

**Direct Client Care:**

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey  
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", 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.

**Resume Note:**

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**