



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: June 20, 2024

CLOSING DATE: July 6, 2024

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

TITLE: Building Management Services Specialist 3

POSTING # 2024-065

TITLE CODE: 52576

NUMBER OF POSITIONS: 1

SALARY RANGE: R24 \$68,806.17- \$97,679.61

HOURS OF WORK: 9:00 a.m. – 5:00 p.m.

LOCATION: NJ Office of Information Technology
Data Center and Facilities
300 Riverview Plaza
Trenton, NJ 08625

****PLEASE NOTE: Open to NJ State employees with underlying permanent status who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.**

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

SPECIFIC TO THE POSITION: This position will provide essential oversight and supervision of the daily building operation and maintenance-related tasks to establish and maintain a healthy and safe environment for OIT employees. This position will liaise with Treasury Lease and Compliance Division to oversee the management of building services, security guard operations, and janitorial contracts; will liaise with the Treasury Health and Safety Division and serve as the agency health and safety coordinator to ensure OSHA, PEOSH, and ADA compliance; supervise the mail courier service to ensure on-time delivery of time-sensitive material; regularly update and maintain the OIT Incident Action Plan; update, maintain and enforce OIT and DPMC building policies and procedures of state-owned and leased facilities; oversee building security, fire prevention, AED/CPR, and other health and safety systems; supervise and evaluate office facility employee performance and provide direction, corrective action, or additional training to maintain proper building maintenance; address building maintenance complaints, issues, incidents, and requests from employees; work with OIT Investigators, NJSP, or Trenton Police to address facility incidents, oversee State ID and access process and procedures; maintain and manage the periodic review of OIT access request forms, supervise the acquisition, assignment, maintenance, and replacement of OIT fleet vehicles and period review of fleet vehicle logs, maintain records of tenants' assignments and floorplans, oversee building improvements, supervise new and existing physical and capital changes and improvements of OIT office space, manage the OIT Record Retention Room and ensure adherence to the DORES record retention policy. Previous knowledge of NJ Start Term Contracts and the process of retaining vendors for various jobs and projects; fiscal process with obtaining quotes, PO numbers, and various supplies needed to manage the facility; knowledge of proper building maintenance, building codes and safety regulations, American Disabilities Act compliance, and AutoCAD are a plus. This position is a physical job that may require work from ladders, regularly walking, using hands and fingers, handling or feeling, reaching with hands and arms, stooping, kneeling, crouching, carry objects weighing up to 40 pounds for short distances.

DEFINITION: Under the general supervision of a Building Management Services Specialist 4 or other supervisory officer in a state department, institution, or agency, completes complex analytical or professional work of considerable difficulty required to provide or support the provision of building management, operation, service, maintenance, and renovation, or supervises the operation, maintenance, and/or delivery of building services for a state building or a series of smaller buildings; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, and/or special building service programs, security, or a related field.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, or closely related field; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE:

Appointee 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. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

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: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

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

Electronic Filing: Applicants are encouraged to file electronically. **Forward your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references to recruiter1@tech.nj.gov Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references to (including posting #2024-065) to:**

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

Authorized by: 
Lisa Blauer, Chief of Staff