

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Engineer in Charge of Maintenance 2

SALARY RANGE: \$71,858.95- \$102,317.02 (\$27)

WORKWEEK: N4 (40 Hours) Workweek

POSTING PERIOD FROM: March 10, 2020

TO: March 24, 2020

OPEN TO: Unit Scope: _____ Division Wide Open to General Public
 Department Wide (open to Treasury employees)
 State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Property Management and Construction
Office of Building Management and Operations
Hagedorn Facility
Building Maintenance – Suite 3201
200 Sanatorium Road
Glen Gardner, NJ 08826

JOB DESCRIPTION: Under the direction of a supervisory official within the Office of Building Management and Operations, is responsible for assessing maintenance and repair problems along with operational issues by conducting physical inspections of building systems and structures. The incumbent will identify potential or actively dangerous conditions and determine nature and extent of needed repairs; supervise all maintenance and repair projects related to steam, electric, refrigeration, water and/or sewage disposal units, supervise and assess the performance of various tradesmen assigned to the job; plan and organize maintenance and repair jobs by preparing and assigning work orders to ensure timely completion and close-outs once necessary work is completed; perform routine troubleshooting, maintenance and repairs to mechanical equipment and systems; prepare reports and close-out work orders; train assigned staff in HVAC and building operations in accordance with health and safety codes; respond to and determine the course of action for building emergencies after normal work hours; and must be able to requisition, store, safeguard, record, distribute, and supervise use of equipment, materials, and supplies as needed; and performs other related duties, as required.

REQUIREMENTS: Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

EXPERIENCE: Seven (7) years of experience in charge of the operation and maintenance of utilities and maintenance programs of an institution, college, or similar multi-building complex, five (5) years of which shall have been in a supervisory capacity.

NOTE: A Bachelor's degree in Engineering may be substituted for two (2) years of nonsupervisory experience.

NOTE: A valid Professional Engineer's License issued by the NJ State Board of Professional Engineers and Land Surveyors may be substituted for two (2) years of nonsupervisory experience.

LICENSE: Appointees MUST possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

If you are interested in this employment opportunity, please send your cover letter, resume and Application for Employment **via email only**, by the deadline listed above.

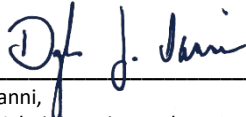
All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "EICM2 - DPMC" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni,
Director of Administration and
Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer