



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 19-00075

TITLE: Building Maintenance Worker

ISSUE DATE: 3/11/2019

TITLE CODE: 44133

CLOSING DATE: 4/11/2019

DIVISION: Transportation Operations Systems and Support

LOCATION: Ewing

UNIT: Support Services

RANGE: O08

SALARY: \$29,817.87-\$33,691.17

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking applications for candidates for the position of **Building Maintenance Worker** within the Division of Transportation Operations Systems and Support. Applications received will be used to form a resume bank that will be used to fill future vacancies. Building Maintenance Workers are assigned a 40 - hour work week. Current starting salary is between \$29,817 to \$33,691, based on experience. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 12 paid holidays, and Benefit Leave (12 vacation days, 15 sick days and 3 administrative days). Standard workweek is Monday through Friday.

The Division of Transportation Operations Systems and Support, Support Services, is responsible for the upkeep and maintenance of the NJDOT facilities and grounds statewide, which include the Main Headquarters Complex in Ewing, Regional Headquarters Buildings, Maintenance Yards, Rest Areas, Weigh Stations, Airports, etc. It also provides centralized services, such as: warehouse and shipping, receptionist, cashier, mail room, amongst others.

Under direction of a Crew Supervisor, Building Maintenance Worker may be assigned to work with mechanics, carpenters, electricians, painters, plumbers, and steam fitters in the trades as a helper; cleans and maintains offices, furniture, building, and grounds, and makes minor repairs; does other related duties as required such as:

- Inspects and determines cleaning and maintenance work to be done and materials needed for such work. Cleans and maintains offices, furniture and equipment.
- Sweeps sidewalks, and removes papers, refuse, trash, and weeds from outside grounds.
- Rearranges and relocates office furniture, records, and supplies.
- May assist in erecting and dismantling metal and wood scaffolding.
- May assist in snow removal.
- Periodically checks fuel and housekeeping supplies.
- Sees that doors are kept locked at the end of the work day.
- Sees that damaged appliances, equipment, and supplies are reported and/or replaced.
- Replaces electric light bulbs and fuses.
- Repairs locks, window cords, venetian blinds, faucets, and other equipment.
- Paints walls, woodwork, and ceilings.
- Obtains, stores, safeguards, records, and properly uses department equipment, materials, and supplies, makes simple reports and keeps records.

REQUIREMENTS

Entry level position. No experience or formal education required.

LICENSE: Appointee may be required to possess a Driver's License valid in New Jersey.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Current resume

Current NJDOT Employees ONLY: please submit a letter of interest and current resume to DOT.NJDOTJOBS@dot.nj.gov.

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

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

New Jersey Is An Equal Opportunity Employer