



New Jersey Board of Public Utilities
NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

****This is an in person position****

JOB POSTING #: 42-2021

DATE OF POSTING: November 24, 2021

DATE OF CLOSING: December 15, 2021

TITLE: Building Management Services Specialist 3

SALARY: \$63,897.91 – \$90,711.70

EXISTING VACANCIES: One (1)

WORKWEEK: NL (35 Hours)

DIVISION/LOCATION: Board of Public Utilities
Division of Administration
Bureau of Office Services

GENERAL DESCRIPTION: 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, a series of smaller buildings or a large building complex housing state employees; Assists in the provision of various office support services involved with purchasing, procurement, mail services, graphic arts, supplies, furniture, moving, vehicles and other related functions; May assist in supervision of subordinate staff and work activities, and related work as required.

Work Responsibilities:

- Assists in the provision of building management services, including maintenance, operation, renovation, procurement, and/or other administrative policies and procedures required by the Board, as directed.
- Assists in evaluating contract vendor performance of maintenance and repair activities by inspection of the areas of responsibility for fire, health and safety violations or concerns.
- Prepares reports as directed on building management services provided to Board Staff.

- Assists in the Coordination of maintenance of all equipment, state vehicles, furniture, supplies, as directed.
- Assists in implementation of requests for renovations and reconfigurations of office space.
- Assists in monitoring of contract vendors performing repair/maintenance, waste management and recycling and/or building operation services.
- Assists in provision of various office services to Board, including mail services, supplies, procurement, and vehicle maintenance, as directed.
- Maintains and supervises the maintenance of essential records and files related to Building management and various office services provided.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of 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.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above, on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, or closely related field may be substituted for one (1) year of the experience.

OPEN TO THE FOLLOWING: Open to State employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements and experience stated above.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.