

STATE OF NEW JERSEY

Philip D. Murphy
Governor

VACANCY ANNOUNCEMENT
MVC WIDE Employees Only

Sheila Y. Oliver
Lt. Governor

B. Sue Fulton
Chair and Chief Administrator

POSTING #: 2020-53	ISSUE DATE: 10/02/2020	CLOSING DATE: 10/16/2020	
TITLE: Building Services Coordinator 2	RANGE/TITLE CODE: 40207/R19	SALARY: \$49,990.39 – \$70,585.54	
UNIT: MV37-Facilities & Support Services	LOCATION: Trenton	WORKWEEK: 40	# VACANCIES: 1

GENERAL DESCRIPTION:
Under limited supervision of a Building Services Coordinator 3 or other supervisory official in a state department, institution, or agency, supervises unit activities and the work involved in altering, renovating, repairing, and maintaining office space for the division or department in all locations throughout the state; supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS: (EDUCATION/EXPERIENCE/LICENSES)
EDUCATION: N/A
EXPERIENCE: Three (3) years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation, and repair work, and vendor management.
LICENSE: 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.
OPEN TO THE FOLLOWING: Current MVC Employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.
Please note that only the application packages that are completed in their entirety will be considered for employment

FILING INSTRUCTIONS:	
Apply via mail or e-mail by submitting your resume, cover letter, and personal relationships disclosure statement (Attached) including the posting number on the subject line and your telephone number by 4:00 p.m. on the closing date. Send to:	
MAIL: New Jersey Motor Vehicle Commission Attn: HR Recruiter 225 East State Street P.O. Box: 050 Trenton, NJ 08666	ELECTRONIC FILING: mvchrrecruiter@mvc.nj.gov
INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME. JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, 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

**MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name Location	Relationship	Division and Work

Additional Space Needed for Disclosure YES NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____ Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.