



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

---

**Title:** Repairer

**Posting Number:** M&B-2024-8

**Open to:** General Public

**Work Week:** 40 (40-hour) Work Week

**Salary:** (O11) \$37,957.63 – \$52,969.36

**Opening Date:** 4/10/2024

**Closing Date:** 5/1/2024

**Existing Vacancies:** One (1)

## Program/Location

Department of Environmental Protection  
Management & Budget  
Health, Safety and Facilities Management  
Bureau of Support Services  
401 East State Street, 1st Floor  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under direction of a Foreman, M/W or other supervisor in a State Department, institution, or agency, assists the craftsmen and/or independently performs basic maintenance, construction, repair, or mechanical adjustment work involved in varied types of buildings, building facilities and/or building utilities, and highway and bridge construction; does other related duties as required.

**Specific to the Position:** Assists our Building Services staff regarding the functions related to modular furniture reconfiguration and the development of space allocation requests as needed within DEP's Programs. Assists with program reorganizations and the relocation of DEP staff to various offices throughout New Jersey. Paints interior and exterior walls, woodwork, ceilings and masonry as needed including spackling, patching walls and replacement of ceiling tiles. Repairs furniture, including wooden chairs and desks by working with wood glue, sanding and staining. Assists the Warehouse Unit in retrieving State archived boxed files, transportation of warehouse boxes, labeling and logging emergency delivery requests for OPRA. Ensures safe and proper handling of files with prompt delivery to accommodate requesting parties. Maintains warehouse document retrieval database to track all records. Assists with audio/visual & equipment setup for DEP press events.

**Preferred Skill Set:** Experience in work involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishings and buildings.

## Requirements

**Experience:** One (1) year of experience in work involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings.

**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 essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicles being operated.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment 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 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

---

**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:**

Talent Acquisition Team

Division of Human Resources

E-mail Address: [DEP-HR-EXECUTIVE.Resumes@dep.nj.gov](mailto:DEP-HR-EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**