



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00244

TITLE: Building Maintenance Worker

ISSUE DATE: 7/10/2024

TITLE CODE: 44133

CLOSING DATE: 7/31/2024

DIVISION: Administration

LOCATION: Ewing

UNIT: Support Services

RANGE: O08

SALARY: \$34,574.66-\$39,065.90

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation is seeking applications for candidates interested in **Building Maintenance Worker** positions for the Division of Administration, Support Services. Building Maintenance Workers are assigned a 40 - hour work week.

The Division of Support Services provides all NJDOT employees with a safe, comfortable, effective, and efficient work environment. Support Services is responsible for the upkeep, maintenance and repair (electrical, plumbing, carpentry, HVAC, landscape, to include snow and ice removal) 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 and more. The Division is also responsible for the janitorial services, groundskeeping, heating, air conditioning and ventilation services, warehouse and shipping, mail room, parking and security.

POSITION DESCRIPTION

Under direction of a Crew Supervisor, Building Maintenance Workers may be assigned to:

- Clean and maintain offices, furniture, building, grounds, Hubs and Huts, Park and Rides, equipment, all facility restrooms including restroom trailers and labs; makes minor repairs; does other related duties as required.
- Inspects and determines cleaning and maintenance work to be done and materials needed for such work.
- Maintain floors with mopping, stripping, and waxing.
- Sweeps sidewalks, and removes papers, refuse, trash, and weeds from outside grounds.
- May assist in snow removal.
- Periodically checks fuel and housekeeping supplies/inventory.
- Sees that damaged appliances, equipment, and supplies are reported and/or replaced.

REQUIREMENTS

Entry level position. No experience or formal education required.

License: Appointee is required to possess a driver's license valid in New Jersey.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/44133.htm>

As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days and 3 administrative days).

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 newly 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 (L.2011, Chapter 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**

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.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email [dot - hr.ada@dot.nj.gov](mailto:hr.ada@dot.nj.gov). Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

New Jersey Is An Equal Opportunity Employer