



# State of New Jersey

## Department of Human Services

Philip Murphy  
Governor  
Tahesha L. Way  
Lt. Governor  
Sarah Adelman  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	261-25	ISSUE DATE:	9/5/2025	CLOSING DATE:	9/19/2025
TITLE:	Building Services Coordinator 3				
LOCATION:	Department of Human Services Office of Facilities Management and Support 222 South Warren Street Trenton, NJ 08625	RANGE:	S21		
		SALARY:	\$64,340.11 - \$94,061.71		
		UNIT SCOPE:	K750 – Office of the Assistant Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Office of Facilities Management and Support Employees Only				
DESCRIPTION					
DEFINITION:	Under general supervision of a supervisory official in a state department, institution, or agency, supervises and evaluates the activities of the unit and is responsible for the environmental and operational needs (office layouts, alterations, decorating, telephone facilities, telecommunication's requirements, and so forth) for the division or the department at all locations throughout the state; does related work as required.				
REQUIREMENTS					
REQUIREMENTS:	Four (4) years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation, and repair work, and vendor management, one (1) year of which shall have been in a supervisory capacity.				
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.				
IMPORTANT NOTICES					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.				
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.				
FILING INSTRUCTIONS					
Forward a cover letter, resume, and transcript (if applicable) electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a> You must include the Job <b>Posting #</b> , and <b>Last Name</b> in the <b>subject line</b> of your email. Example: ( 123-25, Smith )					

New Jersey Department of Human Services is an Equal Opportunity Employer