



# New Jersey Department of Military and Veterans Affairs

## VACANCY ANNOUNCEMENT

**Posting #:** 45-23

**Posting Period: From** 04/21/2023 to 05/05/2023

**Title:** Crew Supervisor Building Maintenance Programs

**Salary:** R19 - \$53,050.20 - \$74,905.98

**Number of Vacancies:** 1

**Workweek:** 40

**Work Location:** Central Region

**Program:** Construction Facilities Management Office

**Scope of Eligibility:** Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title and permanent NJ State employees in a competitive title who meet the requirements listed below.

**Job Description:** Under direction of a Business Manager, an Operating Engineer or other supervisory official in a state department, institution or agency, has charge of building maintenance programs and activities, including painting, masonry, carpentry, plumbing, plastering, steam fitting and in some instances, building construction, grounds keeping and automotive maintenance work. Supervises staff and work activities. Prepares and signs official performance Evaluations for subordinate staff; does related work as required.

### Civil Service Commission Requirements

**Experience:** Three (3) years of experience in work involving the inspection, repair and maintenance of household, office and buildings, including their equipment, appliances, machinery and furnishings.

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

### HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**