



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 078 - S	<b>ISSUE DATE:</b> May 2, 2024	<b>CLOSING DATE:</b> May 16, 2024
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<b>TITLE:</b> Property Management Services Specialist 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE</b> 52603 <b>RANGE:</b> P21
<b>UNIT:</b> Lease Development & Compliance	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 20 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$60,062.18-\$85,033.04

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction is seeking a Property Management Services Specialist 2.

Under general direction of a supervisor in the Department of the Treasury, performs work of average difficulty involving real property acquisition, lease and disposal, and inventory and/or planning, assessment, construction/renovation, allocation, use and building maintenance/services, building operations, and/or contract administration for building programs or renovations; does other related duties as required.

**EXAMPLES OF WORK:**

- Conducts inspections of leased space to ensure State Standards are being met, as well as Health and Safety requirements and that all services; such as janitorial, landscaping, etc. as outlined in the lease are being provided.
- Conducts space audits of approximately 700,000sq/ft. of leased space in the counties of Middlesex, Monmouth, and Union to ensure space it being utilized in accordance with the lease and that programmatic needs of an agency are being met.
- Manage and monitor building alterations to ensure work is completed in accordance with NJUCC, ADA, and State Standards. This is accomplished through meetings with lessors, contractors, and or architects, reviewing drawings, completing periodic inspections and setting and maintaining a construction schedule.
- Supervise contracted vendors providing services in State leased properties; including but not limited to: janitorial, security, HVAC, roofers, carpet installers, painters, and general contractors.
- Acts as direct liaison with State agencies and landlords and conducts and attends Tenant Council meeting to resolve conflicts, establish building rules and regulations, coordinates tenant renovations and re-paints/re-carpet.
- Maintains Lease Compliance database by imputing complaints, overseeing corrective action, repaint/re-carpet schedules, annual inspections, and site visits.
- Prepares technical correspondence; such as, Notices of Lessor Default, responses to PEOSH Notice to Comply and DCA Notice of Violation Order to Correct, along with daily correspondence to landlords and various State agencies. This is accomplished by implementation of division policy and procedures of the leased space program
- Handles Tenant Service Requests (TSR's) from State agencies. Works with owners and/or property management companies to obtain an acceptable cost proposal, monitors work to ensure it is completed in a timely manner, inspects work upon completion, and calculates and verifies invoices for payment.
- Answers hotline for emergencies that are called in for leased buildings that may include, but not limited to flooding, loss of power, fire, etc.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Education & Experience:**

Six (6) years of professional experience in work involving real estate acquisition, financing, appraising, negotiation, property management, building operations/complex management, contract/grant administration, or construction management services, or a related field.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**-OR-**

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**Note:**

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**License:**

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

### IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



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## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on May 16, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024- 078 - S Property Management Services Specialist 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*