



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 082 - S	<b>ISSUE DATE:</b> July 11, 2025	<b>CLOSING DATE:</b> July 25, 2025
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<b>TITLE:</b> Building Management Services Specialist Trainee	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Property Management and Construction	<b>TITLE CODE:</b> 46705 <b>RANGE:</b> P95
<b>UNIT:</b> Security Services Unit	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 33 West State Street, 5th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$51,479.83 - \$53,807.27

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction (DPMC) – Security Services Unit (SSU) is seeking to fill multiple Building Management Services Specialist Trainee positions. Under the close supervision of a Building Management Services Specialist 3 or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, learns to complete routine, analytical or other basic professional work required to provide or support the provision of building management, operation, maintenance, security, service and/or renovation programs. The incumbent will learn to design, plan, coordinate and configure various installations and renovations of state-wide security systems. Will learn to review the access control, video surveillance and Intrusion Detection Systems. Learns to assist in inquiries through email and phone contact as a help desk by supporting clients and problem solving diverse “in-field” issues. Will learn to assist with the design and configuration of several types of access control and video surveillance software systems. Will learn to utilize PC’s, network servers, and switches to run access controls. Will learn to track all building or client requests for service and maintenance. Will assist contracted service and maintenance vendors in order to assure that all phases of work adhere to the governing contract. Learns and participates in the completion of programmatic audits to determine and ensure compliance with prevailing building allocation, use, maintenance, security, and operation policies, rules, and regulations. Learns how to prepare detailed reports containing findings, statistics, and policy or procedural recommendations for improving the operation, security, renovation, or development of new building structures. Learns to perform comprehensive testing and analysis of the systems and provide recommendations for improvement. Learns to review product installations and provide progress reports when needed. Forwards any outstanding problems, issues, or requests to the appropriate personnel within the SSU. Assists in ensuring the effective operation of the various computers, IT topography, software and security related devices are up to date. Performs other job related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees’ Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, special building service programs, security, or a related field.

**-OR-**

Possession of a bachelor's degree from an accredited college or university

**Note:**

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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

**Trainee Titles:**

Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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### GENERAL INFORMATION

**Vacancy Notice:**

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

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 July 25, 2025:**

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

**Treasury Employment Recruiter**

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

(Please list the "2025- 082 – S Building Management Services Specialist Trainee" 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*