



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 026 - P	ISSUE DATE: March 20, 2026	CLOSING DATE: April 6, 2026
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TITLE: Repairer	OPEN TO: General Public
DIVISION: Property Management and Construction	TITLE CODE: 41242 RANGE: 011
UNIT: Office of Building Management and Operations	WORKWEEK: 40 hours
LOCATION: Trenton, NJ	SALARY RANGE: \$40,661.17 - \$58,528.87

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction is seeking a Repairer. Under the direction of a supervisor within the Office of Building Management and Operations, performs repairs, replacements, and adjustments to all types of mechanical and refrigerant systems and operates these systems as required. The selected candidate is responsible for the daily operations, maintenance, and repairs of computerized HVAC Systems and related mechanical equipment; works collaborately with maintenance staff to identify and resolve operational issues; performs repairs and replacements of metal and flexible ducts, louvers, dampers, and HVAC piping systems; replaces chilled and hot water control valves, supply and return piping, insulation, and HVAC air units as needed.

The incumbent conducts preventive maintenance on HVAC systems including return fans, exhaust fans, and associated equipment. Preventative maintenance tasks include, but are not limited to, replacing filters, compressors, thermostats, sheaves, cooling coils, and chilled and hot water control valves. Overhauls pumps and repairs or replaces bearings, shafts, sleeves gaskets, and packing as required. Utilizes diagnostic equipment to test and analyze mechanical systems and prepares reports on equipment performance and failures. Performs additional building and grounds maintenance duties as assigned.

The selected candidate works collaboratively with other repairers, tradesmen or contractors to perform maintenance tasks. May take the lead in setting priorities to ensure work is completed safely, efficiently, and on time. Responsibilities include painting of wood, metal, brick, and cement walls, floors, and ceilings in both interior and exterior areas of buildings; performs staining, varnishing and refinishing of cabinets, desks, chairs and other furnishings and equipment; paints and repaints pipes, radiators, tin roofs, and other iron work as needed. Performs repair and maintenance work on walls, ceilings, interior and exterior brickwork, tile floors and drains. Assists in the repair and maintenance of water, drainage, waste and gas lines; toilet bowls; wash basins; and urinals; radiators; and other plumbing and steam fitting fixtures, fittings, appliances, and machinery. Safely operates hand tools, power tools, and testing equipment. Maintains mechanical, electrical and pump rooms in a clean and orderly condition to ensure optimal operational effectiveness and efficiency and a safe work environment. Prepares and maintains accurate records and logs of work hours, materials used, and completion dates for all work orders and other assigned maintenance tasks. Maintains proper records, reports and manuals for all equipment and materials used in the building. Follows all safety procedures and guidelines established by DPMC and ensures proper documentation is maintained. Assists in snow removal and ice control operations when required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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

Experience: One (1) year of work experience involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings.

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

Starting Salary: In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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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 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 April 6, 2026:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-026 - P Repairer" 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