



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 114 - S	ISSUE DATE: August 20, 2026	CLOSING DATE: September 3, 2026
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TITLE: Building Management Services Specialist 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Office of Administrative Law	TITLE CODE: 52574 RANGE: P21
UNIT: Administration	WORKWEEK: NE (35 hours)
LOCATION: 9 Quakerbridge Plaza, Hamilton Square, NJ	SALARY RANGE: \$66,592.01 - \$97,353.91

JOB DESCRIPTION

The Office of Administrative Law (OAL) is seeking a Building Management Services Specialist 2. Under the general supervision of a supervisory official, the position is responsible for managing and monitoring building alterations across the agency's leased facilities to ensure all work complies with NJ Uniform Construction Code (NJUCC), ADA requirements, and applicable State standards. This includes coordinating directly with landlords, lessors, contractors, and architects to plan and implement upgrades; reviewing architectural drawings; conducting periodic inspections; and setting and maintaining construction schedules. The employee will keep the Director informed of emerging ideas, approaches, and administrative developments related to facilities operations.

The role oversees the creation and maintenance of a database system for logging, tracking, and resolving open and closed complaints for the agency's three offices. Responsibilities include reporting complaints to DPMC, assisting with scheduling necessary repairs and services, and ensuring all Health and Safety-related issues are addressed by the property owner in accordance with lease terms to support the well-being of agency employees.

The position will oversee contracted vendors providing services within State-leased spaces, including janitorial, security, HVAC, carpet installation, painting, and general contracting. The employee works closely with OAL-Fiscal on budgeting and expenditures related to leased expansion projects and furniture purchases. Additional responsibilities include preparing and managing Space Planning Reports (SPR) and Tenant Service Requests (TSRs) for submission to the Department of the Treasury, coordinating move alerts, and collaborating with property owners or management companies to obtain cost proposals. The incumbent will monitor project progress to ensure timely completion, inspects finished work, and verifies invoices for accuracy prior to payment.

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.

Six (6) 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 and/or special building service programs, security, 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-

Possession of a master's degree in Business Administration, Public Administration, or closely related area; and one (1) year of the above-mentioned professional 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.



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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.

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 September 3, 2026:

- 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

(Please list the “**2026-114-S Building Management Services Specialist 2**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/ggs
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer