



VACANCY ANNOUNCEMENT

POSTING #: 2025-28	ISSUE DATE: 11/19/2025	EXTENDED CLOSING DATE: 1/2/2026
TITLE: Building Services Coordinator 2	TITLE CODE: 40207	RANGE: R19
UNIT: Campus Services	AVAILABLE VACANCIES: 1	
LOCATION: Quakerbridge Plaza, Trenton, NJ	SALARY RANGE: \$58,817.70 to \$85,742.00	

NOTE This is a provisional appointment pending final action and approval by the Civil Service Commission.

JOB DESCRIPTION:

The New Jersey Higher Education Student Assistance Authority (HESAA) is seeking a skilled and detail-oriented Building Services Coordinator 2 to supervise the activities and work involved in altering, renovating, repairing, and maintaining office space across HESAA facilities.

Under the direction of the Campus Services Supervisor or other supervisory officer, the Building Services Coordinator 2 supervises staff and unit activities related to facilities operations, safety, and maintenance of leased spaces. The incumbent will plan, organize, and assign work, review requests, conduct site inspections, and ensure projects are completed efficiently and in compliance with State and agency standards.

Key Responsibilities:

- Supervise the activities and staff involved in building alterations, renovations, repairs, and maintenance across all HESAA facilities.
- Confers with administrative officials, including HESAA unit leads and executive management, to determine needs related to office layouts, alterations, decorating, and communication systems.
- Supervise the development and implementation of procedures and practices for facility services.
- Resolve emergencies that may arise in the central office and other facilities, including heating and air conditioning breakdowns, roof damage, flooding, electrical issues, and security incidents.
- Act as liaison between the Authority, vendors, landlords, contractors, and State agencies on all engineering, architectural, and security-related matters; ensure timely completion of services and compliance with lease and maintenance requirements.
- Estimate costs for equipment, alterations, and maintenance projects for budget preparation and funding purposes.
- Approve and process invoices and fiscal documents related to facility operations, supplies, vendor work, utilities, and security services.
- Monitor and respond to facility alarm systems, including fire and security panels; coordinate with Campus Services or vendors to ensure prompt resolution of issues and compliance with safety protocols.
- Supervise the maintenance blueprints, floor plans, and related files following alterations or renovations; set up and maintain logs and files on work orders and service contracts.

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- Plan, organize, and assign work of the unit; evaluate employee performance and conduct; and make effective recommendations regarding personnel actions.
- Prepare estimates, reports, and recommendations defining problems, establishing facts, and identifying solutions related to facility operations.
- Supervise the maintenance of essential records and files related to facility and communication systems.
- Utilize various electronic and manual systems used by the Authority for facility management and recordkeeping.
- Perform other related duties as required.

POSITION REQUIREMENTS:

Education: Graduation from an accredited college or university is preferred but not required.

Required Experience: Three (3) years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation, and repair work, and vendor management.

License: Appointee will be required to possess a valid New Jersey driver's license for the operation of HESAA fleet vehicles to perform the essential duties of the position.

Knowledge and Abilities:

- Knowledge of methods and procedures used in inspecting and maintaining physical plants, including determining the adequacy of heating, lighting, ventilation, air-conditioning, and sanitary facilities.
- Knowledge of supervisory techniques and staff direction principles.
- Knowledge of property maintenance and vendor management procedures.
- Knowledge of interpreting blueprints, drawings, and specifications, and evaluating technical data.
- Knowledge of telephone and communication, and alarm-system operations.
- Knowledge of basic fiscal processes related to vendor contracts, invoices, and maintenance expenditures.
- Ability to approve and process invoices, vouchers, and vendor documentation related to facilities operations.
- Ability to identify communication and facility problems and recommend appropriate corrective actions.
- Ability to conduct safety inspections and provide recommendations for preventive or corrective measures.
- Ability to prepare clear, sound, accurate, and informative reports which define problems, establish facts, and draw valid conclusions.
- Ability to supervise the establishment and maintenance of essential records, blueprints, and files.
- Ability to learn to utilize various types of electronic and/or manual information systems used by the Authority.
- Ability to acquire knowledge of legal terminology used in interpreting lease contracts, bonding, and insurance.
- Ability to organize assigned work, prioritize tasks, and meet deadlines.
- Strong communication and coordination skills when working with internal staff and external partners.

APPLICATION PROCESS:

Interested candidates must e-mail careers@hesaa.org with reference to **Job Posting #2025-28** in the e-mail subject line and include a cover letter and resume. If you are applying for multiple positions at HESAA, you

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must submit separate applications in response to a Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

IMPORTANT NOTES:

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week after completing a four (4) month working period following start date.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3

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: As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#).

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. HESAA does not provide sponsorship or accept student visas, F1 or H1B work authorization visas.

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

Background Check: Newly hired employees must agree to a thorough background check.

Employee Benefit(s): As employees of the State of New Jersey, the New Jersey Higher Education Student Assistance Authority (HESAA) offers a wide-ranging benefits package

Health and Wellness

- Health, Dental and Prescription Plan
- Life Insurance
- Flexible Spending Accounts
- Employee Assistance Program (EAP)

Financial Security

- Pension, Retirement Plans
- Deferred Compensation Plan

Work Life Balance

- Paid Leave (Vacation, Sick and Personal Days)
- Alternate Work Week Options*
- Telework Opportunities*

Professional Development

- Tuition Reimbursement
- Access to Learning and Development Opportunities

*Subject to agency policy, procedures and/or guidelines.

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