

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

ISSUE DATE: October 3, 2022 **CLOSING DATE FOR**
ACCEPTING RESUMES: November 4, 2022

TITLE: Building Services Coordinator 2
(Provisional appointment pending Open Competitive process)

SALARY: \$53,050.20 - \$74,905.98 (R-19)

LOCATION: Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

DESCRIPTION

Under the direction of a supervisory officer in the Higher Education Student Assistance Authority (HESAA), supports the Facilities unit as liaison with onsite Property Management company and construction/renovation vendors, and by maintaining daily operations including security access and alarm systems, emergency/safety policies and evacuation protocols, contractors delivering cleaning/recycling services, conference facilities, and shared kitchen/pantries throughout HESAA's footprint across three adjacent buildings at the facility in Hamilton Township, NJ as described herein.

Responds in a timely manner to facility maintenance requests from HESAA staff members. Investigates, monitors and resolves facility maintenance requests, which may require detailed and comprehensive descriptions of the issue to enable Property Management team to solve problems in areas including, but not limited to, electrical; plumbing; HVAC; pest control management; furniture replacement and repair.

Monitors and assesses property grounds to confirm compliance with security and maintenance protocols.

Coordinates renovations/build-outs with Chief of Staff, Property Management company, and applicable vendors.

Oversees and prepares personnel relocations among internal offices and cubicles.

Manages conference services including preparing and arranging Board Room and other conference rooms for internal and external stakeholder use.

Supports physical on-site security, including security guard staffing and supervision; staff member keycard access system; physical office key distribution and maintenance; Authority-wide security camera services and maintenance; and monitoring alarm notifications and determining course of action as needed.

Oversees fire and evacuation safety protocols including, but not limited to, distributing and enforcing emergency evacuation procedures and training for onsite emergency personnel; scheduling fire drills, collecting and analyzing response time and recommending process improvements; implementing active shooter and shelter-in-place protocols.

Supports inventory and supply management including, but not limited to, furniture/physical plant inventory; supplies and drinking water for break rooms; and warehouse surplus transport.

KNOWLEDGE AND ABILITIES

Knowledge of methods and procedures used in inspecting physical plants including determining the adequacy of heating, lighting, ventilation, air conditioning, and sanitary facilities.

Knowledge of the interpretation of blueprints, drawings, and specifications, and the evaluation of technical data.

Knowledge of legal terminology used in interpreting lease contracts, bonding, insurance, and related matters.

Ability to acquire the knowledge of the interpretation of the National Safety Code, local city fire codes, and New Jersey Statutes promulgating barrier-free facilities for the disabled.

Ability to develop procedures, techniques, and instructional material for the proper use of building facilities and systems.

Ability to supervise necessary research prior to the preparation of budget requests for rents, alterations, heavy computer equipment, and related items.

Ability to resolve construction problems with contractors involving emergencies that may arise such as heating and air conditioning breakdown, roof damage, flooding, burglaries, electrical problems, and parking.

Ability to supervise assigned staff and plan, organize, and implement projects within the unit.

Ability to organize assigned work and develop appropriate work methods.

Ability to supervise the maintenance of essential records and files.

Ability to prepare clear, sound, accurate, and informative reports which define problems, establish facts, draw valid conclusions, and make suitable recommendations.

REQUIREMENTS

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 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.

Residency: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

NOTE:

The posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO: HR@HESAA.ORG