



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: November 2, 2018

Posting No.: 372-18

TITLE: Crew Supervisor, Building Maintenance Programs **SALARY:** \$49,010.19 - \$69,201.51

LOCATION: Central Office, Maintenance Unit - Trenton NJ

JOB DESCRIPTION: Under direction of a Business Manager, an Operating Engineer or other supervisory official in a state department, institution or agency, has charge of building maintenance programs and activities, including painting, masonry, carpentry, plumbing, plastering, steam fitting and in some instances, building construction, grounds keeping and automotive maintenance work. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does related work as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in work involving the inspection, repair and maintenance of household, office and buildings, including their equipment, appliances, machinery and furnishings.

HVAC/Plumbing experience preferred.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN NOVEMBER 20, 2018.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov