

\*\*\*PLEASE POST\*\*\*

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Inter-Departmental Memorandum

DATE: May 20, 2020  
 To: Qualified Applicants  
 FROM: Office of Human Resources  
 SUBJECT: **JOB OPENING**

**POSITION:** BUILDING SAFETY MONITOR(S)  
**PAY RATE:** \$15.00/ PER HOUR  
**DEPARTMENT:** ASSET MANAGEMENT  
**SHIFTS:** MORNING, MIDDAY, EVENING & OVERNIGHT- SCHEDULES MAY VARY  
**FLSA:** NON- EXEMPT

Please see attached job description which includes a list of responsibilities and required qualifications.

Any qualified applicant interested in applying for this position should send a **completed application and resume** to the Office of Human Resources, or e-mail them to [HR@jcha.us](mailto:HR@jcha.us). \*\*\* Position(s) open until filled \*\*\*

Please call the Office of Human Resources at 201-706-4680 if you have any questions.

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**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

xc: JCHA: V. Brady-Phillips  
File: JobPostings (BSM/05\_2020)

**BUILDING SAFETY MONITOR****DEFINITION:**

Under the direction of a supervisory officer, performs varied simple and moderately physically strenuous tasks involved in patrolling and monitoring the interior and exterior of housing sites, and may assist in making adjustments and or recommendations for buildings security; does related work as required.

**ESSENTIAL RESPONSIBILITIES:**

- ❑ Perform general administrative functions
- ❑ Answer, screen and direct calls; handle routine inquiries
- ❑ Greet residents/clients in a welcoming, professional manner
- ❑ Provide assistance for all services and activities involved in facility and event security, and camera monitoring
- ❑ Greet guests and maintain facility safety and security while providing outstanding customer service
- ❑ Handle escalated guest issues and properly triages residents' concerns to appropriate management team members
- ❑ Patrols facility to ensure safety and security of building
- ❑ Monitor the guest and visitors' entrance
- ❑ Recommend modifications to security and employee safety programs, policies, and procedures as appropriate
- ❑ Perform other duties and responsibilities as required by supervisor

**POSITION REQUIREMENTS & QUALIFICATIONS:**

- ❑ High School diploma, GED or equivalent is preferred
- ❑ Must be at least 18 years or older
- ❑ Must be able to function in a fast paced, high-pressure environment
- ❑ Physical requirements include ability to stand/sit for 4-6 hours at a time, and walk up and down stairs
- ❑ Ability to interact with a diverse group of guests in a friendly and positive manner
- ❑ Must be able to work a flexible schedule
- ❑ Possess strong interpersonal and communication skills
- ❑ Ability to work both independently and as part of a team
- ❑ Ability to work shifts that could last one to two (1-2) hours after an event end
- ❑ Must be able to pass a criminal background check

**Knowledge/Skills:**

- ❑ Ability to remain calm in emergency response situations
- ❑ Ability to communicate clearly and concisely, both orally and in written format
- ❑ Ability to establish and maintain effective working relationships with those contacted in the course of work
- ❑ Must be able to work weekdays, and some weekends: Including varying arrival times, some extended work days; all based on event requirements

**Intellectual/Social Physical Demands and Work Environment:**

- ❑ The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❑ While performing duties of this job, the employee is continuously asked to multi-task under time limits and with moderate to high pressure situations. Position requires constant attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. This position also requires frequent use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and recall events and document safety concerns.

**Physical Demands:**

- ❑ Employee may occasionally lift and/or move up to 25 pounds.
- ❑ Employee is frequently required to sit; stand for long periods of time; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear.
- ❑ Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- ❑ While performing the essential functions of the job, the employee operates a computer monitor screen and other office devices such telephones, etc.; constantly communicates via telephone or radio, email and in-person with others to exchange accurate information
- ❑ Solve conflicts, being able to openly communicate in writing and verbally with clients.

**Note:** Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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