



Job Description

Job Title: Facilities/Risk Management Coordinator Date: February 23, 2026
Department: Risk Management/Facilities
Reports To: Director of Risk Management & Facilities
Grade Level: 14
Salary Range: \$45,200-\$55,000
FLSA Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary

Job Summary

Perform various functions in support of Authority initiatives including but not limited to planning, organizing and monitoring the activities of the building but also risk management. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Assist in the resolution of day-to-day issues related to general building maintenance. General building maintenance includes heating, ventilating and cooling systems, mechanical, electrical and plumbing systems, refrigeration, fire protection, office furniture.
2. Assist coordinating work of the Landlord maintenance staff and Contractual maintenance staff, with emphasis on repair and maintenance to achieve facility objectives in a safe manner.
3. Follows OSHA standards to ensure building is maintained to provide safe environment for SDA employees and visitors.
4. Acts as a liaison with building landlord for building lease agreement issues, renovations, and new construction projects when Facilities Coordinator or Facilities Assistant are not available.
5. Coordinates with appropriate departments and landlord to identify and resolve facility maintenance issues as needed.
6. Conducts routine inspections of the building.
7. Assists the Facilities Assistant and Facilities Coordinator in handling various tasks pertaining to SDA's vehicle fleet.
8. Assists the Facilities Assistant and Facilities Coordinator in order, receiving, and stocking kitchen, office, and building supplies.
9. Assists risk management team with the collection of information when insurance claims are reported.
10. Under the supervision of the Director of Risk Management and Facilities or the Insurance Risk Manager provides information related to insurance claims to various internal and external groups as needed.
11. Assists risk management team with filing and retrieval of insurance policies, claim documents,

certificates of insurance, and related records.

12. Assists risk management team in updating insurance schedules.
13. Processes invoices and associated paperwork for both the risk management and facilities units as needed.
14. Maintains accurate and up-to-date records on all activities.
15. Manage mail pickup and delivery within SDA, and between SDA and other state agencies.
16. Provide hand delivery/special handling delivery service at request of SDA staff.

Required Skills and Abilities

1. Proficient in Microsoft Office programs including Excel, Word, Teams and Outlook.
2. Ability to identify problems and take initiative to resolve them.
3. Strong written and oral communication skills.

Required Education and Experience

1. High school degree or equivalent
2. Familiarity with local building codes, OSHA regulations and insurance terminology preferred.

Physical Demands

Ability to lift 25 pounds and move supplies.

Certificates and Licenses Required

Valid driver's license.

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 on the SAME Program, visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the NJ Civil Service Commission at (833) 691-0404.

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