

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Crew Supervisor, Locksmiths	<b>SALARY RANGE:</b> \$58,817.70 - \$85,742.00	<b>POSTING NO.:</b> 292-25	<b>ISSUE DATE:</b> 8/15/2025 <b>CLOSING DATE:</b> 8/29/2025			
<b>LOCATION:</b> South Woods State Prison, Maintenance Unit – Bridgeton, NJ		<b>CLASS OF SERVICE:</b> Competitive				
<b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b> <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</td><td style="width: 33%; vertical-align: top;"><input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>				<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input type="checkbox"/> Interested individuals who meet the stated requirements
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<b>JOB DESCRIPTION</b>						
Under direction of a supervisory official in a State or local agency or institution, supervises a group of locksmiths and/or other employees engaged in work involving the installation, repair, rebuilding and opening of varied types of mechanical or electronic locking and security devices; makes new and duplicate keys; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.						
<b>REQUIREMENTS</b>						
<b>EXPERIENCE:</b> Three (3) years of comprehensive experience in the repair, alteration and installation of locks, door checks, and keys of varied types.  <b>LICENSE:</b> 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.						
<b>BENEFIT(S)*</b>						
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>						
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul></td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul></td></tr></table>				<ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul>	<ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul>	
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<b>APPLICATION INSTRUCTIONS</b>						
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.  Emailed resumes are to be sent only to: DOC_OHR-Region9@doc.nj.gov  Forward Response To: Suzanne Walker Region 9 Personnel Services South Woods State Prison 215 Burlington Road South Bridgeton, NJ 08302						

DEDICATION

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HONOR

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INTEGRITY