



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

|                      |   |                      |                          |
|----------------------|---|----------------------|--------------------------|
| <b>POSTING #:</b>    | 058-23  | <b>ISSUE DATE:</b>   | January 31, 2023         |
| <b>TITLE:</b>        | <b>MAINTENANCE WORKER/DRIVER</b>  | <b>CLOSING DATE:</b> | February 14, 2023        |
| <b>LOCATION:</b>     | Department of Children and Families (DCF)<br>Office of Education<br>DCF Regional School – Cherry Hill Campus<br>30 Evesham Road West<br>Cherry Hill, NJ 08003 |                      |                          |
| <b>POSITIONS:</b>    | 1   | <b>RANGE:</b>        | O10                      |
| <b>DISTRIBUTION:</b> | STATEWIDE   | <b>SALARY:</b>       | \$35,137.97- \$48,962.60 |

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**SPECIAL NOTE: Must be able to operate a small (S2) school bus. Ability to physically lift, move and position clients as needed.**

**DEFINITION:** Under the direction of a Supervisor of Child Care Services or other Supervisory Officer assigned to a childcare center, transports children in a small bus or van; cleans office facilities, equipment, and grounds; makes minor repairs; does related work as required; may be required to work a split shift as Child Care Center needs dictate.

### REQUIREMENTS

**EXPERIENCE:** One (1) year of experience in the inspection, cleaning, and maintenance of furniture, fixtures, offices, and buildings. One (1) year of experience in driving passenger automobiles, bus or light trucks.

**LICENSE:** Appointee must possess a driver's license valid in New Jersey. **SEE SPECIAL NOTE BELOW.**

**SPECIAL NOTE:** Possession of a valid New Jersey Commercial Driver's License (CDL) with Passenger and School Bus ("P" and "S") Endorsement is required for this position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only.

**LICENSE:** 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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**SAME APPLICANTS:** 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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter, resume, and **a copy of a valid New Jersey CDL with P & S endorsements as a single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.