



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	269-23	ISSUE DATE	5/04/2023	CLOSING DATE	Continuous
TITLE	Planner/Scheduler, Computerized Maintenance Management Program				
LOCATION	Vineland Developmental Center 1676 E. Landis Avenue, PO Box 1513 Vineland, NJ 08362-1513	RANGE	A 19		
		SALARY	\$53,050.20 - \$74,905.98		
OPEN TO	Current State employees				
DEFINITION	<p>Under direction of an Engineer-In-Charge of Maintenance 1 or 2 or other supervisor, has responsibility for the operation of the maintenance management program encompassing the computer assisted planning and scheduling of all physical plant, equipment, and machinery maintenance activities, and including inspection, determination of work needed and time and material costs, and preparation of labor efficiency and other management reports; does related duties as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p> <p>SHIFT: 7:30am – 4:00pm / Monday through Friday RDO's: Saturday/Sunday</p> <p>SCHEDULE ADJUSTMENTS MAY BE REQUIRED Eligibility determinations will be based upon information presented in the resume only. This posting may be used to fill future vacancies.</p>				
REQUIREMENTS					
EDUCATION	<p>Four (4) years of experience in the maintenance and repair of large public or private physical plant facilities, equipment, and machinery and the planning and scheduling of such maintenance and repair work. (Forward a copy of college transcript, which shows the degree awarded and the date.)</p> <p>NOTE: Applicants who do not possess the above experience may substitute one of the following: Graduation from an accredited college or university with a Bachelor's degree in Industrial, Mechanical, or Electrical Engineering.</p> <p>Possession of a valid Certificate as a Plant Engineer issued by the American Institute of Plant Engineers.</p> <p>Possession of a valid Certificate as an Energy Manager issued by the Association of Energy Engineers.</p> <p>Possession of a valid Certificate as a Manufacturing Engineer issued by the Society of Manufacturing Engineers.</p>				
NOTE	This position is covered by the Center for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, applicants must provide proof of vaccination status.				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
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.				

NOTE(s)	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u><i>SAME Applicants</i></u>: 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 CSC at (833) 691-0404.</p>
DRUG SCREENING	<p>If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.</p>
FILING INSTRUCTIONS	
<p>Forward a cover letter, college transcript and resume electronically to: Ddd-vdc.Humanresources@dhs.nj.gov You must include the Job <i>Posting #</i> in the subject line of your email.</p>	
<p>New Jersey Department of Human Services is an Equal Opportunity Employer</p>	