



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	370-25	<b>ISSUE DATE:</b>	11/24/2025	<b>CLOSING DATE:</b>	12/8/2025
<b>TITLE:</b>	Planner/Scheduler, Computerized Maintenance Management Program (1 Full Time Position)				
<b>LOCATION:</b>	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	<b>RANGE:</b>	A19		
		<b>SALARY:</b>	\$58,817.70 – \$85,742.00		
		<b>UNIT SCOPE:</b>	K470		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current NLDC Employees with underlying permanent status in a competitive title, or a Civil Service Commission approved non-competitive title, who meet the stated requirements below.				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	<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><b>Work Location:</b> Maintenance <b>Shift:</b> 7:00am – 3:30pm <b>Regular Days Off:</b> Saturday/Sunday <b>*Flexible Scheduling May Be Required.</b></p>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>EDUCATION:</b></p> <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.</p> <p><b>NOTE:</b> Applicants who do not possess the above experience may substitute one of the following:</p> <p>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>				
<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>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> 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.				
<b>RESIDENCY:</b>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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 it's administered.				
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter, resume, and transcript (if applicable) electronically to: DDD-NLDC.Resumes@dhs.nj.gov					
<b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: ( 123-25, Smith )</b>					

New Jersey Department of Human Services is an Equal Opportunity Employer