



# New Jersey Department of Military and Veterans Affairs

## Menlo Park Vacancy Announcement #M-08-2023

**OPENING DATE:** January 25, 2023

**CLOSING DATE:** Until Filled

**CSC TITLE:** MOTOR VEHICLE OPERATOR 1 (Competitive)

**FUNCTIONAL TITLE:** Residential Transport and Delivery

**LOCATION:** Recreation- Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818

**BASE SALARY:** FULLTIME (O12) \$38,285.60 - \$53,506.58

**WORK WEEK:** 40 hrs./week

**SCOPE OF ELIGIBILITY:** Applications will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified. **This will be a provisional appointment pending NJ Civil Service Open Competitive or Promotional Examination.**

### SPECIAL NOTE:

- Effective January 13, 2022, the Executive Order #283 and the final ruling by the U.S. Supreme Court mandates all staff working in long-term care facilities and nursing homes to be fully vaccinated against COVID-19. Please do not submit your vaccination records at this time.
- NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.
- Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**JOB DESCRIPTION:** Under the direction of the Recreation Supervisor, transports residents to outside activities and medical appointments. Responsible for the daily upkeep of vehicles to include cleaning of exterior and interior of vehicle; checking various types of vehicles' oil, gas, tires, batteries, bulbs, wiper blades; makes minor repairs as needed. Makes special or routine trips, picks ups, and delivers or loads and unloads materials, packages, messages and/or supplies as needed. Responsible for paperwork on vehicle. Does other related duties as required.

**CSC DEFINITION:** Under direction of a supervisor in a state department, institution, or agency operates heavy trucks, buses, vans, tractor mowers, snow removal equipped trucks, ambulances, automobiles, or any other non-construction vehicle; carries out pickup, and/or delivery assignments; does simple clerical work; does other related duties.

### REQUIREMENTS

#### EXPERIENCE:

- Two (2) years of experience in work involving the operation of trucks and/or buses.

#### LICENSE:

- Must possess a **valid Commercial Driver's License (CDL)** in the State of New Jersey.

**RESIDENCY LAW:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**PREEMPLOYMENT NOTE:** Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances along with a physical.

#### HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment-132 Evergreen Road, PO Box 3013, Edison, NJ 08818-3013

E-Mail: [MenloParkRecruitment@dmava.nj.gov](mailto:MenloParkRecruitment@dmava.nj.gov)

Fax Number: (732) 452-4268

Forms may be obtained from our website at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the e-mail provided