



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 19-00031

TITLE: Engineer Trainee, Transportation (Civil)

ISSUE DATE: 1/17/2019

TITLE CODE: 16270

CLOSING DATE: 2/28/2019

DIVISION: Planning, Multimodal and Grants Administration

LOCATION: Ewing

UNIT: Multimodal Services

SALARY: \$55,420.53

The New Jersey Department of Transportation (NJDOT) is seeking applications for candidates for the position of **Engineer Trainee Transportation (ETT)** within the Division of Planning, Multimodal & Grants Administration. Engineer Trainees are assigned a 40 - hour work week. Current starting salary is \$55,420 and \$57,557 after six months. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 12 paid holidays, and Benefit Leave (12 vacation days, 15 sick days and 3 administrative days). Standard workweek is Monday through Friday.

This posting is recruiting for positions in multiple units within Multimodal Services. If you are found to be eligible for this position, a Preference Form will be provided to you in which you must specify which units you are interested in being considered for.

Work experience within this unit WILL NOT qualify as approved Design Experience for the issuance of a NJ PE License.

DESCRIPTION

Multimodal Grants & Programs

Bureau of Multimodal Grants & Programs (MGaP) manage and administer programs within NJDOT's Division of Multimodal Services in supporting the safe, efficient, economical and environmentally sensitive transportation of people and goods through a statewide multi - modal transportation system. The bureau administers NJDOT's Airport Improvement Program that provides financial assistance to improve and preserve general aviation airport and facilities, and promotes aviation and aviation safety. The bureau also provides funding for capital improvements that result in continuation of economical viable rail freight services.

The Engineer Trainee in the unit will:

- >Assist in the development of airport and rail construction contract documents which would involve any of the following functional design elements: key map, estimate of quantities, construction plans, soil erosion and sediment control plans, profiles, ties, grades, traffic control and staging plan, cross - sections and slope limits, construction details, utility impacts and relocation, drainage design, pavement work, safety improvements, construction schedule, cost estimating, specification development, field survey and base mapping, and striping plans.
- >Perform basic engineering analysis and design for airports and rail related projects in accordance with the NJDOT Design Manual, FAA, FRA, FHWA and AASHTO standard specifications.
- >Assist in the field review of airports and rail construction projects. This review allows the individual to experience all aspects of field construction, including materials, contractor interaction, and dealing with the public.
- >Provide active participation on a potential project from the scope meeting to the selection of a preferred alternative which will be developed into an active construction project by a designer.
- >Assist or take the lead in the review of a designer's advertising package. This task involves interaction with the designer, review of plans, schedules and estimates; review contractor inquiries of the advertised documents and create and issue addenda as necessary.

DESCRIPTION

Maritime Resources

The NJDOT's Office of Maritime Resources (NJDOT/OMR) provides interagency support, program planning and policy recommendations on maritime issues to the Commissioner, Governor and the Legislature. OMR promotes coordination and cooperation among state, federal, regional and non - governmental agencies as well as managing the State Channel Dredging Program maintaining navigable channels. Critical to the dredging program is the development of dredged material management solutions and opportunities.

OMR conducts public education on maritime and marine issues, and serves as the State's lead organization for support of New Jersey's \$50 billion maritime industry which includes ports and terminals, safe harbor operations, cargo movement, boat manufacturing and sales, ferry operations, government services, marine trades, recreational and commercial boating and maritime environmental resources.

OMR manages two Federal grant programs: the FHWA Ferry Boat Program and the USDOJ National Boating Infrastructure Grant Program. OMR supports technology research and development ensuring a balance between development and protection of the ecosystem advocating and the continued development and growth of the Marine Transportation System.

Job duties may include, but are not limited to:

- > participating in field inspections;
- > preparing reports with findings, conclusions and recommendations;
- > conducting research;
- > coordinating with internal and external agencies;
- > GIS mapping;
- > reviewing geotechnical information;
- > report writing and reviewing billing invoices;
- > attending meetings.

50% of the work performed will be in the field; attention to detail and the ability to work as a part of a team, is required.

The fieldwork may be strenuous and at times, requiring work performed in extreme weather conditions. The individual must be able to inspect CDF properties of various size and terrain as well as inspect state navigation channel projects – from land or vessel. Working with state contractors and the public on a regular basis is required; as well as inspection and enforcement of their safety plans and reports.

REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in **Civil Engineering**.

Note: Possession of a valid Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the Bachelor's degree in Engineering.

Note: An Engineer - In - Training (EIT) certification issued by the Division of Consumer Affairs, New Jersey Office of the Attorney General may be substituted for the above education requirement. Applicants must submit proof of the EIT certification and the Fundamentals of Engineering (FE) exam results. The area of discipline indicated on the FE exam results (e.g., Civil, Electrical and Computers, Chemical, Industrial and Systems, Environmental, Mechanical, and Other Disciplines) must be appropriate to the position.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/16270.htm>

License: Appointee will be required to possess a Driver's License valid in New Jersey.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation that verifies degree in Civil Engineering was awarded

NJDOT Employees: Submit a letter of interest and current resume **only** by closing date to DOT.NJDOTJOBS@dot.nj.gov.

IMPORTANT NOTES

Applying to Multiple Positions: If applying to multiple opportunities, only **ONE** application packet need be submitted. In your letter of interest, include a list of all the posting numbers you are interested in (example: 19 - 00031, 19 - 0032, 19 - 00040).

Once we review your application, if you are found to be eligible for this position. we will provide you with a Preference Form so that you can specify which specific units within each Division you would like to be considered for. The Preference Form will serve as the official record of which positions NJDOT will consider you for.

Proof of Degree: You must provide transcript or evaluation of your **UNDERGRADUATE** degree. Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Anticipated Graduation: NJDOT will accept applications from students anticipating graduation in May 2019. No offer of employment will be made without proof of degree.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

New Jersey Is An Equal Opportunity Employer