



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 19-00032

TITLE: Engineer Trainee Transportation (Civil)

ISSUE DATE: 1/17/2019

TITLE CODE: 16270

CLOSING DATE: 2/28/2019

DIVISION: Transportation Operations Systems & Support

LOCATION: Ewing

UNIT: Support 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 Transportation Operations Systems & Support. 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 only Support 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

The Bureau of Facilities Planning, Engineering and Construction is responsible for the administration and management of the Division's Capital Construction Program as it relates to the building infrastructure and physical plant of the Department. The building infrastructure is comprised of 94 individual facilities, more than 600 buildings and over 2.7 million square feet of space throughout the State. The Bureau has the overall responsibility for ensuring that all assigned capital projects adhere to the project score and are delivered on schedule, within budget and of high quality from concept development through the completion of construction. The Bureau is at the center of the Project Management Team with other State agencies, consulting firms, contractors, in - house subject matter experts and our employees.

Appointee will be required to work on/be responsible for the following:

- Perform field surveys and analysis of existing systems
- Develop Scopes of Work for the initiative of new projects
- Evaluate consultant technical proposals
- Perform the technical review of plans and specifications
- Resolve design comments and/or construction issues
- Prepare bid documents
- Manage and maintain project schedules and budgets
- Actively participate in design and construction status meetings
- Prepare engineering and other written reports as necessary

The appointee to this position must be a highly motivated, results - driven individual with some knowledge of the various components of building design and construction and have some experience managing project schedules and budgets. Must be resourceful and innovative at problem solving, have exceptional organizational and time management skills as well as the ability to work independently. Excellent written and verbal communication skills with extreme attention to detail is required. Knowledge of building codes and compliance preferred. Working knowledge of Microsoft software applications, Word, Excel, etc is required.

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

