



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 19-00036

TITLE: Engineer Trainee, Transportation (Civil)

ISSUE DATE: 1/17/2019

TITLE CODE: 16270

CLOSING DATE: 2/28/2019

DIVISION: Capital Program Management

LOCATION: Mt. Arlington, Ewing or Cherry Hill

UNIT: Construction Services & Materials

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 Capital Program Management. 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 Construction Services & Materials. 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 MAY NOT qualify as approved Design Experience for the issuance of a NJ PE License.

DESCRIPTION

Construction Management Location: Ewing

The Construction Management Unit is responsible for setting standards for safety, monitoring compliance through inspections, publishing construction manuals, record keeping of project information, and the independent review of construction projects for federal compliance. This office also monitors claims at the Claims Committee level, and provides support for the selection of consultants to provide inspection services.

The appointee to this position will be required to work on/be responsible for the following:

- Assist the Review Team Leader in the field review of 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
- Assists or takes 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

Regional Construction Services

Locations: Mt. Arlington, Ewing and Cherry Hill

Region North includes the following counties: Sussex, Passaic, Bergen, Warren, Morris, Essex, Hudson, and Union.

Region Central includes the following counties: Hunterdon, Somerset, Middlesex, Mercer, Monmouth, and Ocean.

Region South includes the following counties: Burlington, Camden, Gloucester, Salem, Atlantic, Cumberland, and Cape May.

Engineers in Regional Construction are assigned to a construction project, and report to the construction project site for the duration of the project. There, they work under a Resident (RE) to monitor the Contractor's work to ensure the work is compliant with the project's plans and specifications. Engineers in Regional Construction also work with the project designer to resolve problems arising from field conditions. They administer the construction contract, authorize contractor payments, and resolve contractor claims. Engineers in Regional Materials are either assigned to a Field Team and perform the on - site concrete and soils testing for several construction projects, or are assigned to concrete and asphalt plant quality assurance during the production of materials.

The appointee to this position will be required to work on/be responsible for the following:

- Perform on - site inspections of the contractor's work on highway and bridge construction projects; on - site or in - plant testing and inspection of materials such as concrete, asphalt, soil, aggregate, structural steel and rebar used by the contractor
- Perform construction administration by preparing Daily Work Reports to document contractor's compliance and measure quantities for contractor payment. Answer contractor questions concerning contract requirements
- Provide technical assistance to the Resident (RE) in various administrative tasks in the Field Office
- Investigate field conditions that require changes in design; coordinate with other internal and external units and suggest solutions when possible

NOTE - THIS POSITION IS CONSIDERED FIELD PERSONNEL:

Work Hours: Work consists of an 8 - hour work day. Work Hours are 7:00 a.m. to 3:30 p.m., or hours set by the Contractor, which could include: nights, weekends, and holidays depending on the Contractor and the Project Assignment. Work may be anywhere within the Regional boundaries. Must be available to work overtime, if and when required.

Mileage Compensation: Field Personnel are required to use their own vehicle. Mileage reimbursement will be from the Regional boundary if you accept a position in a Region different from the one in which you live. To adjust for what is considered a "standard commute," there is a deduction of 32 miles for a daily round - trip commute. No mileage is paid for reporting to your assigned workstation.

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