



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 19-00038

TITLE: Engineer Trainee, Transportation (Civil)

ISSUE DATE: 1/17/2019

TITLE CODE: 16270

CLOSING DATE: 2/28/2019

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Project Management

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 Project Management. 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

The Division of Project Management consists of four teams, each of which are responsible for a specific geographic area of the State. The Division has the overall responsibility for the delivery of all assigned capital projects on schedule, within budget and of high quality from concept development through the completion of construction. These teams are at the center of the project management team approach, working and directing the activities of other specialized units both internal and/or external to the Division of Project Management. This includes coordination during Concept Development phase, oversight of the design consultant selection and agreement process, managing both in - house and consultant design, managing Preliminary Engineering & Final Design phases, oversight of the construction contractor bid and award, and managing the project through construction closeout.

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

- Coordinate and assist the Project Management Specialist 3 and/or Project Management Specialist 2 in managing the scope, schedule, budget and quality of all assigned projects
- Provide assistance to Project Management Specialist 3 and/or Project Management Specialist 2 in delivering the critical milestones of assigned projects as per baseline schedule and budget
- Assist Project Management Specialist 3 and/or Project Management Specialist 2 in resolution of inquiries and/or requests for information from the internal and external stakeholders

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.

