



NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Public Posting

**POSTING #:** 19-00043

**TITLE:** Engineer Trainee, Transportation (Civil)

**ISSUE DATE:** 1/17/2019

**TITLE CODE:** 16270

**CLOSING DATE:** 2/28/2019

**DIVISION:** Planning, Multimodal & Grants Administration

**LOCATION:** Various

**UNIT:** Local Aid & Economic Development

**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 (PMGA). 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 Local Aid & Economic Development only . 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 Division of Local Aid and Economic Development works with county and municipal government officials and engineers to improve the efficiency and effectiveness of the state's transportation system by providing funding and guidance on the local system. The Division has six core functions: Municipal Aid, County Aid, Contract Administration, Local Bridge Preservation, Safety Programs and the Administration of Federal Funds. Engineers within Local Aid become familiar with both Federal and State laws and statutes, and other rules and regulations related to engineering practice and oversee a project through all phases of work.

The Division's District Offices are strategically located close to their customers to build a better partnership with local government officials and engineers. The District Engineers are there to assist municipalities with every phase of the State and Federal Aid process. Engineers assigned to the Headquarters office in Ewing provide assistance to the District's through contract administration, setting policies and procedures and various troubleshooting tasks, while the four (4) District offices focus on project delivery.

The locations of the Districts are:

District 1 - Mt. Arlington (Morris County)

District 2 - City of Newark (Essex County)

District 3 - Ewing (Mercer County)

District 4 - Cherry Hill (Camden County)

The appointee to this position will work on the following aspects of a project:

- Conducting plan and specification reviews related to Federal and State Aid program
- Reviewing and evaluating grant applications
- Processing funding agreements
- Preparing constructions contract award approvals
- Performing on - site construction inspections
- Monitoring project status and progress
- Maintaining records associated with locally administered projects
- Interacting with a grant recipient through meetings, correspondence and through our online Grant Management System
- Conducting engineering reviews of preliminary and final plans, specifications and estimates and processing invoices
- Project closeout and general compliance with State and Federal regulations

## 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](mailto: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**