



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 060 - P	ISSUE DATE: March 15, 2024	CLOSING DATE: March 29, 2024
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TITLE: Mechanic Trainee	OPEN TO: General Public
DIVISION: Administration	TITLE CODE: 43730 RANGE: 012
UNIT: Transportation	WORKWEEK: 40 hours
LOCATION: Multiple Locations (See below)	SALARY RANGE: \$ 39,625.60 - \$55,379.29

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Transportation Services seeks to fill multiple vacancies in the position of Mechanic Trainee throughout the Division.

Under close supervision of a Crew Supervisor, Mechanics or other supervisory official in a state department, institution, or agency, receives on-the-job training in the installation, maintenance, and repair of gas and diesel motors, fuel systems, exhaust systems, cooling systems, electrical systems, oiling systems, transmissions and clutches, brakes, rear axles, drive shafts, front suspensions, steering systems, springs, cabs and instruments. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units. Performs other job related duties as required. Appointees **must** possess a driver's license valid in New Jersey.

Vacancies exist at the following locations:

- Mercer County – Trenton Main Garage - 605 S. Broad Street, Trenton, NJ
- Mercer County – Eggert's Crossing Garage - 161 Eggerts Crossing Road, Lawrenceville, NJ
- Atlantic County – Hammonton Garage - 253-D North White Horse Pike, Hammonton, NJ
- Essex County – Newark State Prison Garage - 168 Frontage Newark Garage, Newark, NJ

The standard workweek is Monday through Friday. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. This position **may** be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process.

POSITION REQUIREMENTS

Training: Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school.

Note: Applicants who do not possess the required year of formal training may substitute one (1) year of experience as a mechanic in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment.

Note: An Automotive Service Excellence (ASE) Certification in at least one (1) of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance, L-1 Advanced Engine Performance Specialist.

Advancement: Applicants who are appointed to positions as Mechanic Trainee must complete a two-(2) year formal training program in automotive mechanics, which includes two (2) years of on-the-job training, and the formal vocational training necessary to obtain the required certifications. Failure to obtain the required certifications during the training period will result in separation from state service.

Certifications:

Appointees at the Departments of Treasury are required to successfully complete factory training in computerized electronics, factory diagnostics and testing equipment provided through the Appointing Authority by the manufacturer; and are required to possess and maintain an Automotive Service Excellence (ASE) Certification in Brake Repairs. Appointees may also be required to obtain ASE certifications in Engine Repair A-1 and Engine Performance A-8. Affected appointees are required to maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute.



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IMPORTANT NOTES

- Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.
- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 29, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of certifications

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 060 - P Mechanic Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer