



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 030 - B	<b>ISSUE DATE:</b> March 3, 2025	<b>CLOSING DATE:</b> March 31, 2025
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<b>TITLE:</b> Automotive Mechanic	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Administration	<b>TITLE CODE:</b> 43724 <b>RANGE:</b> C17
<b>UNIT:</b> Transportation Services	<b>WORKWEEK:</b> 40 hours
<b>LOCATION:</b> Clinton, NJ & Hammonton, NJ	<b>SALARY RANGE:</b> \$51,037.75 - \$71,915.86

### JOB DESCRIPTION

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

Under the general supervision of a Crew Supervisor, Mechanics or other supervisory official in a state department, institution, or agency, performs maintenance and repairs on various types of motor vehicles and equipment. Job duties may include 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. Performs other job related duties as required. Appointees **must** possess a driver's license valid in New Jersey.

Vacancies exist at the following locations:

- Hunterdon County - Clinton Garage - 513 Pittstown Road, Clinton, NJ
- Atlantic County - Hammonton Garage - 253-D North White Horse Pike, Hammonton, 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.



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### POSITION REQUIREMENTS

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

**Experience:** Two (2) years of experience as a mechanic in the repair and installation of motors, and the maintenance and repair of motorized vehicles and equipment.

**Note:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

**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.

**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

### IMPORTANT NOTES

**Note to current state employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Note to new appointments:** **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.

**Provisional Appointment:**  
Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.



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## GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto: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, OPT, or H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on March 31, 2025:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "**2025-030-B Automotive Mechanic**" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*