NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 – 042 – P	April 15, 2026	June 2, 2026

TITLE: Automotive Mechanic	**OPEN TO:** General Public
DIVISION: Administration	**TITLE CODE:** 43724 **RANGE:** C 17
UNIT: Transportation Services	**WORKWEEK:** 40 hours
LOCATION: Multiple	**SALARY RANGE:** $52,824.07 - $76,833.87

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Transportation Services Unit, 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.

The division has several garages located throughout the state. Please indicate your location(s) of interest in your submission:

- Hunterdon County – Clinton Garage (1 vacancy) – 513 Pittstown Road, Clinton, NJ
- Essex County – Northern – Newark Garage (1 vacancy) - 168 Frontage Newark Garage, Newark, NJ

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

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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.

Licenses & Certifications: Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Note: Appointees at the Department 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 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. (PAOC)

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GENERAL INFORMATION

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

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 and must be included in your application submission by the closing date.

NJ SAME Program: In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit https://nj.gov/csc/same/overview/index.shtml.

NJ Veteran's Preference: New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: Civil Service Preference for Veterans.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 May 27, 2026:

- Cover letter/Letter of interest
- Resume
- Copy of Certifications
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 042 – P Automotive Mechanic" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer