



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 070 - B	ISSUE DATE: July 3, 2025	CLOSING DATE: July 31, 2025
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TITLE: Transport Hauler	OPEN TO: General Public
DIVISION: Purchase and Property	TITLE CODE: 42149 RANGE: 015
UNIT: Distribution & Support Services - Shipping	WORKWEEK: 40 hours
LOCATION: 1620 Stuyvesant Avenue, Ewing, NJ	SALARY RANGE: \$49,266.17 - \$71,402.77

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Purchase and Property – Distribution & Support Services (DSS) is seeking a Transport Hauler. Under direction of a supervisory official in DSS, operates, cleans, services, makes minor adjustments to, and loads and unloads tractor-trailers; does other related duties as required.

Checks condition of trailers after contents have been unloaded to ensure there has been no damage. Cleans out trailer and cab at the end of the work shift. Prior to transport, checks all load-related documentation to ensure that it is complete and accurate. Ensures the correct materials and goods are offloaded for delivery in accordance with the bill of lading or other delivery paperwork; secures signatures on bills of lading of other receipt paperwork certifying delivery and receipt of ordered products. Collects delivery instructions from warehouse supervisor, verifying instructions and routes.

Drives tractors and hauls trailers as required. Loads and unloads materials and products of varied types. Makes timely deliveries in accordance with an established schedule. Picks up and delivers mail, freight, and incoming/outgoing materials. Collects, loads, and unloads, with or without assistance, and hauls food and household products, among others, in quantities or bulk requiring transport by tractor-trailer. May load hazardous or dangerous materials on trucks. Conducts special and/or emergency transport and delivery of materials, as required. As required, back-hauls empty pallets, returned products or other goods and materials back to the warehouse or to another predetermined location. When not engaged in operating a tractor-trailer, may operate less complex vehicles and perform maintenance and repair tasks under direction of a garage crew supervisor.

Assists the immediate supervisor in assuring, developing, utilizing, testing, updating, monitoring, and/or reporting on relevant, internal controls. DSS Transport Hauler is responsible for accurately and efficiently handling and delivering DSS products punctually to governmental agencies throughout the state, and functionally provide Operational Support. Performs minor repairs, adjustments, operator level lubrication, and maintenance in accord with the Operator's Manual and/or Lubrication and Maintenance Manuals as permissible by NJ State. Maintain records of receipt and deliveries. Reports vehicle defects, accidents, traffic violations, or damage to vehicle dispatcher. Maintains contact with supervisor by cell phone to exchange information and receive instructions while on delivery routes. Completes simple reports and maintains simple records including records of fuel consumption and mileage.

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

- Experience:** One (1) year of experience in work involving the operation and maintenance of tractor-trailers.
- License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position. Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.
- Note:** Appointees must meet all federal requirements established to operate tractor trailers, including requirements for random drug testing and substances banned for use by tractor trailer drivers.

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. (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 July 31, 2025:

- Cover letter/Letter of interest
- Resume – **must indicate the possession of a valid Commercial Driver's License, class, and endorsements**

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025 - 070 - B Transport Hauler"** 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