



JOB VACANCY POSTING

POSTING #:	197-25	ISSUE DATE:	April 25, 2025
TITLE:	MAINTENANCE WORKER/DRIVER (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	May 23, 2025
LOCATION:	Department of Children and Families, Office of Education DCF Regional School, Cherry Hill Campus 30 Evesham Road West Cherry Hill, NJ 08003		
POSITIONS:	1	RANGE:	O10
DISTRIBUTION:	STATEWIDE	SALARY:	\$37,640.67 – \$52,449.99

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** Must be able to operate a small (S2) school bus. Ability to physically lift, move and position students as needed.

**DEFINITION:** Under the direction of a Supervisor of Child Care Services or other Supervisory Officer assigned to a childcare center, transports children in a small bus or van; cleans office facilities, equipment, and grounds; makes minor repairs; does related work as required; may be required to work a split shift as Child Care Center needs dictate.

REQUIREMENTS

**EXPERIENCE:** One (1) year of experience in the inspection, cleaning, and maintenance of furniture, fixtures, offices, and buildings. One (1) year of experience in driving passenger automobiles, bus or light trucks.

**NOTE:** Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees must possess a valid New Jersey driver's license.

IMPORTANT NOTICES

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <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.

**RE-EMPLOYMENT LISTS:** Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

**RESIDENCY:** Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.