



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00255

TITLE: Highway Operations Technician Trainee

ISSUE DATE: 9/15/2023

TITLE CODE: 42049

CLOSING DATE: 12/31/2023

DIVISION: Transportation Operations Systems & Support

LOCATION: Statewide

UNIT: Highway Operations

SALARY: \$37,883.68-\$39,627.99

OFFICE DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is accepting applications for candidates interested in **Highway Operations Technician Trainee (HOTT)** positions for the Division of Transportation Operations Systems & Support (TOS&S). Applications are being accepted to form a candidate pool for future vacancy opportunities. The application process for these positions is multi - step. Candidates who are selected for an interview will be ranked by interview score and location of preference. NJDOT will then use the resulting list of interviewed candidates to make future appointments. There is no guarantee that all successfully ranked candidates will receive an offer of employment. HOTTs are assigned a 40 - hour work week. Current starting salary is \$37,883 and \$39,627 after six months. After successful completion of the one (1) year training period, appointee advances to the position of Highway Operations Technician 1 and receives a salary increase to \$41,293. As a NJ State Department, NJDOT offers a comprehensive benefit package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

A valid NJ basic Driver's License without restrictions is required by start date. A PROBATIONARY LICENSE IS NOT ACCEPTED.

POSITION DESCRIPTION

Under close supervision of a Highway Operations Crew Supervisor, trainee receives on - the - job training in performing unskilled and semi - skilled work involving the repair and maintenance of the State's highway systems including right of way and all ancillary highway structures. Duties in this position involve a variety of tasks requiring physical exertion, manipulative ability, the routine use of hand(s), machine, and power tools; performing tasks requiring the operation of power mowers and other less complex power equipment, does related work as required.

Appointee must successfully complete the following training within one (1) year of appointment:

- Work Zone Safety (Including Flagging)
- Chain Saw Safety
- Blood Borne Pathogen/poison plants
- Hazardous Material Handling/Right - to - Know
- Driver Awareness 3 hour mandatory class
- Basic Snow Fighter Training
- Communications/two - way radio
- Attention to roadway safety device maintenance (e.g. guide rail, inlets/manholes, fence)
- Understanding basic vegetation issues within the transportation system (e.g. line of sight issues)
- Manual on Uniformed Traffic Control Devices (MUTCD) (includes all sign damage)
- NJ Highway Operation's Training overview class along with attaining a set minimum number of On - the - Job Training (OJT) hours as established by the NJDOT Operations Training Unit

Appointee must also achieve the following milestones within one (1) year of appointment:

- Safety - Follows safety procedures in performing all assigned duties. Assists with setting up safety equipment for traffic control. Notifies supervisor of any unsafe conditions prior to beginning work.
- Soft Skills - Displays courteous and respectful behavior to others in response to their inquiries, feedback, guidance, and viewpoints to establish and maintain a positive working environment. Demonstrates empathy to ensure a mutual understanding amongst the crew members.
- Teamwork - Contributes to the team in providing ideas, information, and work effort to accomplish team goals. Builds an effective working relationship with crew members. Works cooperatively with the crew, Division, and Department.

REQUIREMENTS

Experience: Entry level. No experience required.

Preferred Qualities/Experience: Construction or landscaping experience.

License and Certifications:

Appointee will be required to possess a Driver's License valid in New Jersey. Probationary Driver's License is not accepted.

Appointees must obtain a Commercial Driver's Permit within the first four (4) months and a Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated within the first six (6) months after appointment.

Note: The inability of an employee in this title to obtain a Commercial Driver's Permit and a CDL license and applicable endorsements for the class and type of vehicle being operated within the timeframes indicated above, within four (4) to six (6) months of appointment, shall be considered as cause for separation.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/42049.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the •New Jersey First Act. •

TO APPLY

You must apply through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Letter of interest
- Current resume

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program, visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691 - 0404.

New Jersey Is An Equal Opportunity Employer