



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 22-00405

TITLE: Temporary Employee Services (TES)- Civil Engineer

ISSUE DATE: 12/23/2022

TITLE CODE:

CLOSING DATE: 1/31/2023

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Right of Way & Access Management

SALARY: \$22 per hour

POSITION: 1

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities this upcoming summer.

As the State's Department of Transportation, the NJDOT plans, designs, builds, and maintains New Jersey's transportation network. The Department is now offering hourly positions that will allow students to work on an hourly basis in the summer of 2023 (between May and August). Hours of work will be determined by the hiring unit, but will not exceed 40 hours per week. It should be noted that the position does not offer a benefits package.

Division Description:

The Division of Right of Way and Access Management (ROWAM) is responsible for acquiring and taking possession of Real Estate for transportation purposes in support of the delivery of the Capital Program.

Unit Description:

ROWAM regulates highway access through a permitting process, in accordance with New Jersey State Highway Access Management Code with regards to adjustment, modification, and revocation of access permits and driveways required by Department projects and provides input for the preparation of access documents as well as oversees state access for state capital projects.

Position Description:

Candidates in the Access Design & ROW unit will learn to prepare ROW and Access plans on CADD or review ROW & Access drawings prepared by consultants for compliance with Department standards. Assist, as needed, with day - to - day office demands related to work including copying, scanning, and printing Word, Excel, and PDF documents, MicroStation drawings, Google Map images, and other stored and updated files. Assist engineers in the field helping with pictures, identifying property and ROW lines, measuring distances, and locating driveways and sites using MicroStation cutouts and Google Map printouts.

Preferred Skills:

- MicroStation and AutoCAD
- Experience with Databases and Google Maps
- Civil Engineering as area of discipline and classes
- Be able to assist engineers with identifying driveways, sites, property lines, ROW lines, measuring distances

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 program, F1 or H1B work authorization visas.

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 instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation
- Letter of recommendation from a previous employer or college professor

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 NJDOT employees are not eligible for this opportunity.

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.

New Jersey Is An Equal Opportunity Employer