



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00091

TITLE: Repairer

ISSUE DATE: 3/10/2023

TITLE CODE: 41242

CLOSING DATE: 4/12/2023

DIVISION: Transportation Operations Systems & Support

LOCATION: Ewing and Lodi

UNIT: Support Services

RANGE: O11

SALARY: \$36,674.04-\$41,508.72

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation is seeking applications for candidates interested in **Repairer** positions for the Division of Transportation Operations Systems & Support, Support Services, Facilities Management. Repairers are assigned a 40 - hour work week. Current starting salary is between \$36,674 and \$41,508, based on experience. As a NJ State Department, NJDOT offers a comprehensive benefits 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).

Within Transportation Operations Systems & Support, the Division of Support Services provides all NJDOT employees with a safe, comfortable, effective, and efficient work environment. Support Services is responsible for the upkeep, maintenance and repair (electrical, plumbing, carpentry, HVAC, landscape, to include snow and ice removal) of the NJDOT facilities and grounds statewide, which include the main headquarters complex in Ewing, regional headquarters buildings, maintenance yards, rest areas, weigh stations, airports and more. The division is also responsible for the janitorial services, grounds keeping, heating, air conditioning and ventilation services, warehouse and shipping, mail room, parking and security. The division is also responsible for the development of floor plans and space allocation throughout the main headquarters campus, including the planning, designing and construction/reconstruction of all systems furniture layouts throughout the complex.

POSITION DESCRIPTION

Repairers would perform basic building maintenance including but not limited to:

- Change ceiling tiles
- Repair flooring
- Conference room and event set up
- Deliver office furniture
- Build/configure cubicles/office space
- Snow and ice removal
- Assist tradesman with repairs under supervision (HVAC, painters, electricians, carpenters, plumbers)
- May include travel in a DOT vehicle to various DOT facilities

REQUIREMENTS

Experience: One (1) year of experience in work involving the inspections, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings.

License: Appointee is required to possess a driver's license valid in New Jersey.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/41242.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 newly 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 (L.2011, Chapter 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)**
- **Current resume**
- **Letter of Interest**

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