



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 23-00257

**TITLE:** Program Specialist Trainee

**ISSUE DATE:** 9/15/2023

**TITLE CODE:** 64491

**CLOSING DATE:** 10/6/2023

**DIVISION:** PMGA- Multimodal Services

**LOCATION:** Ewing

**UNIT:** Aeronautics

**RANGE:** P95

**SALARY:** \$46,431.86

**WORK WEEK:** NE

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Program Specialist Trainee** within the Division of Multimodal Services, Bureau of Aeronautics. Program Specialist Trainees are assigned a 35 - hour work week. Current starting salary is \$46,431.86 and after six months is \$48,531.07. 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).

The Bureau of Aeronautics is responsible for the administration, implementation, and project management of NJDOT's Unmanned Aircraft Systems (UAS) Program. An Unmanned Aircraft System (UAS), often referred to as a drone, are multi-use aircraft controlled from a licensed operator on the ground. The benefits of UAS are wide ranging and impact nearly all aspects of transportation - replacing boots on the ground, increasing accuracy, speeding up data collection, and providing access to hard-to-reach locations.

UAS provide high-quality survey and data mapping that can be collected automatically or remotely. Large areas can be mapped relatively quickly in comparison to traditional survey and mapping practices. Other uses include survey and imagery as part of emergency response events, where traditional surveying and mapping practices may be inadequate or sites impossible to access. UAS can supplement conventional activities, such as bridge safety inspection and routine construction inspection, to increase safety and collect data from otherwise unattainable perspectives. The Bureau is tasked to assist NJDOT's activities by utilizing UAS technologies for various inspections and programs to increase safety, improve efficiency, monitor site conditions, provide high quality visual graphics, reduce costs and save time.

UAS technology provides a new perspective during incident response for roadway disturbances such as rockslides, avalanches and floods, and for damage assessment following earthquakes, fires, and bridge hits. It allows States to obtain quality data to make better-informed decisions, all collected from a relatively low-cost platform.

The UAS technology is currently deployed to assist in missions such as:

- Structural Inspections
- Geotechnical Engineering
- Traffic Incident Management
- Real-Time Construction Project Monitoring
- Landscape Conceptual Design
- Landfill Volume Calculations
- Emergency Response Reassessments
- 3D Reality Modelling
- Aerial 3D Corridor Mapping and Surveying
- Inspection of Confined or Hazardous Spaces

## POSITION DESCRIPTION

The Bureau is seeking a motivated, technology - savvy individual to assist in the administration and support of NJDOT's UAS program. The selected candidate will:

- Become a Federal Aviation Administration (FAA) Certified Part 107 Drone Pilot with a small UAS rating
- Learn to conduct UAS flights to support the department's transportation objectives
- Draft official correspondence regarding UAS Operations to internal and external stakeholders
- Work with other NJDOT Divisions and their consultants to draft and refine UAS Request for Proposal documents
- Prepare draft documents recommending proposed UAS operational best practices and procedures
- Submit and monitor key subject information on NJDOT UAS website
- Coordinate with NJDOT Operations Emergency Management, the National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA) / New Jersey State Police (NJSP), and local authorities, as necessary, for UAS support involving Incidents and Accidents Response

**Note:** UAS Flight Training will be provided by NJDOT.

## REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree.

### Preferred Qualities/Experience

- Candidates with strong skills in customer service, preparation of correspondence and technical writing and exceptional software skills (Microsoft Office: Excel, Word, PowerPoint, Business Objects and Outlook)
- Ability to learn to prepare technically sound, accurate and informative reports
- Strong time management skills and ability to meet challenging timelines
- Strong analytic skills
- Strong writing skills
- Strong research skills
- Comfortable delivering presentations/public speaking
- Detailed oriented, proofreading, and knowledge of document publishing
- The candidate must be willing to drive independently to all areas of the state and be willing to drive or take mass transit to job related meetings in New York and/or Pennsylvania

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/64491.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 instruction can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

## **IMPORTANT NOTES**

**Proof of Degree:** You must provide transcript or evaluation of your **UNDERGRADUATE** degree.

Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

**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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691 - 0404.

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