



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00243

TITLE: Grounds Worker

ISSUE DATE: 7/10/2024

TITLE CODE: 42744

CLOSING DATE: 7/31/2024

DIVISION: Administration

LOCATION: Statewide

UNIT: Support Services

RANGE: O10

SALARY: \$37,640.67-\$42,577.11

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking applications for candidates for the position of **Grounds Worker** within the Division of Administration, Support Services. Grounds Workers are assigned a 40 - hour work week.

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, groundskeeping, heating, air conditioning and ventilation services, warehouse and shipping, mail room, parking and security.

The Landscape/Janitorial Crew is responsible for the upkeep of the grounds and the cleanliness of these facilities. Under the direction of an Assistant Head of Grounds or supervisory official, appointee does varied types of work involved with the maintenance of DOT grounds; does other related work as required. Including but not limited to: grass cutting, weeding, trimming, edging, tree location, planting and seeding.

REQUIREMENTS

One (1) year of experience in work involving the performance of semiskilled grounds keeping work.

LICENSE: Appointee 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/42744.htm>

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).

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)
- 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 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer