



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00147

TITLE: Engineering Technician Apprentice

ISSUE DATE: 5/19/2023

TITLE CODE: 10119

CLOSING DATE: 6/9/2023

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Capital Program Support

RANGE: A13

SALARY: \$40,719.93-\$46,158.00

WORK WEEK: 40 Hours

The New Jersey Department of Transportation (NJDOT) is accepting applications for candidates interested in the position of **Engineering Technician Apprentice** within the Division of Capital Program Management (CPM), Capital Program Support. Engineering Technician Apprentices are assigned a 40 - hour work week. Current starting salary is between \$40,719 and \$46,158, based on experience. Upon successful completion of the twenty - four (24) month apprenticeship program, appointees will be eligible for advancement to the title of Engineering Technician 1. 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 Division of Capital Program Support has 3 Bureaus each performing separate functions and responsibilities all relative to providing the necessary support so as to deliver the capital program in a timely, consistent, and effective manner. The Bureaus are: the Program Management Office (PMO), Design Standards (DS) and BLAES (Bureau of Landscape Architecture and Environmental Solutions).

The Engineering Documents Unit is within the Bureau of Design Standards. The main function of this unit is to provide engineering plans and agreements to contractors, consultants, surveyors, the general public and in - house personnel. Other functions of the unit include, but are not limited to, organizing and archiving as - built drawings, adding data to electronic plan files, processing Working Drawings, maintaining project files, and keeping detailed records of the plans.

POSITION DESCRIPTION

- Accurately process requests for engineering documents in a timely fashion
- Fulfill requests for Roadway, Bridge, and Right of Way plans
- Fulfill requests for Jurisdictional Agreements and Maps
- Research archival documents in storage
- Update our plan index (in the form of an Access Database)
- Maintain a work logbook
- Process and store electronic bid packages
- Process working drawings
- Index and log project design plans, working drawings, and as - built plans
- Operate various equipment within the unit, including printers, scanners, and related equipment
- Accurately handle electronic documents including plans
- Operate all equipment without supervision

Preferred qualities/skills/experience:

- Able to work in a team environment.
- Self - motivated and take the initiative to research
- Solve problems with little guidance

The individual must also possess organizational skills: prioritizing and tracking workload, filing finished work.

In addition, the individual should also have experience with:

- Reading/ modifying various types of construction plans
- Working with electronic files
- Microsoft Access, Excel and other MS Office programs
- Operating large scanners and printer

REQUIREMENTS

Education: High School Diploma and satisfactory completion of high school level courses in basic mathematics which shall have included completion of courses in Geometry and Algebra levels 1 and 2.

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

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 program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment 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)
- Letter of interest
- Current resume
- **Copy of High School Transcript to verify completion of Geometry, Algebra 1 and Algebra 2 courses**

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.

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](mailto:hr.ada@dot.nj.gov). Determinations on requests for reasonable accommodation will be made on a case - by - case basis.