



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00081

TITLE: Engineering Technician Apprentice

ISSUE DATE: 3/3/2023

TITLE CODE: 10119

CLOSING DATE: 3/31/2023

DIVISION: Capital Program Management

LOCATION: Cherry Hill

UNIT: Highway & Traffic Design

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), Highway & Traffic Design. 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 Highway and Traffic Design is responsible for the oversight of in - house design projects, preparation of in - house roadway design contract documents, preparation of maintenance work orders, providing survey support, geodetic monument control and Departmental Computer Aided Design and Drafting (CADD) support.

These positions are entry level for survey crews. The crews offer surveying services including base topography, supplemental topo, limited construction layout, as - built surveys, and ROW (Right of Way) stake - outs. Survey services are requested by all units in the Department and also by other State Departments/Agencies. An Eng. Tech. Apprentice will learn to perform various types of complex surveying work such as collection of field data, set up of survey equipment and field mark outs, and general maintenance of survey tools. They will also support design engineers by collecting field measurements as required on projects.

POSITION DESCRIPTION

List of Duties:

- Read plans, charts, tables, and maps.
- Perform basic mathematical computations in engineering activities.
- Follow directions and understand specifications, survey procedures, and plans.
- Perform basic survey tasks.
- Support the survey crew in meeting objectives by accomplishing work assignments in an accurate and timely manner. Cooperate with crew members to contribute to team goals and assignments.

Experience:

Technical experience performing engineering tasks in the above listed tasks in the area of planning, surveying, design, inspection, investigation, operations of engineering projects is a plus.

Computer skills including Microsoft Office Suite. Some CADD experience is a plus.

Semester hour credits in engineering or engineering technology from an accredited college or university may be listed as experience.

Knowledge of:

Some basic procedure applied in engineering activities and operations.

Usage of materials, tools and equipment in various engineering, construction, maintenance, and operational activities.

Basic field investigations, field inspections, field measurements and surveys.

Gathering and analyzing data.

Ability to:

Perform required functions and develop effective work method.

Learn how to operate surveying instruments, testing apparatus, usage of personal computers.

Read engineering plans, and maps.

Work in a team setting.

Maintain records and files.

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. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.