

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Assistant Engineer In Charge of Maintenance 1	<b>SALARY RANGE:</b> \$74,534.83 - \$105,943.75	<b>POSTING NO.:</b> 146-25	<b>ISSUE DATE:</b> 4/17/2025 <b>CLOSING DATE:</b> 5/2/2025
<b>LOCATION:</b> Central Office, Infrastructure and Grounds – Trenton, NJ		<b>CLASS OF SERVICE:</b> Competitive	
<b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b>			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> Interested individuals who meet the stated requirements			
<b>JOB DESCRIPTION</b>			
Assists an Engineer-in-Charge of Maintenance 1 in a state department, institution, or agency by supervising during a designated tour of duty the operation and maintenance of mechanical equipment and repair and maintenance of buildings and grounds; does other related duties.			
<b>REQUIREMENTS</b>			
<b>EXPERIENCE:</b> Four (4) years of supervisory experience in charge of the operation and maintenance of utilities and maintenance programs of an institution, college, or similar multibuilding complex.			
<b>NOTE:</b> A valid Professional Engineer's License issued by the NJ State Board of Professional Engineers and Land Surveyors may be substituted for two (2) years of required experience.			
<b>NOTE:</b> A Bachelor's degree in Engineering may be substituted for two (2) years of the required experience.			
<b>NOTE:</b> Applicants may be required to possess a license as an Operating Engineer of the appropriate grade and type, issued by the New Jersey Department of Labor.			
<b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.			
<b>BENEFIT(S)*</b>			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:			
<ul style="list-style-type: none"> <li>• Alternate Work Week available for some positions</li> <li>• Telework available for some positions</li> <li>• Deferred Compensation</li> <li>• Paid Time Off</li> <li>• 13 State Holidays</li> <li>• Health and Life Insurance</li> <li>• Pet Insurance available through certain plans</li> <li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>• Tuition Reimbursement</li> <li>• Public Student Loan Forgiveness (PSLF)</li> <li>• Up to \$250 in rewards for exercising</li> <li>• Gym membership discounts</li> <li>• Diversity &amp; Inclusion events</li> <li>• Workplace security, health and safety</li> <li>• Incarcerated Person empowerment and rehabilitation</li> </ul>			
<b>APPLICATION INSTRUCTIONS</b>			
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.			
Emailed resumes are to be sent only to:		Civilian.Recruitment@doc.nj.gov	
Forward Response To:		Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863	

DEDICATION

\*

HONOR

\*

INTEGRITY