



Department of Military Affairs

Appointment Opportunity Promotional Opportunity

The New Jersey Department of Military Affairs invites you to apply for the following position:

JOB POSTING #	038-26- REPOST	ISSUE DATE:	05/13/2026	CLOSING DATE:	Until Filled
TITLE:	Automotive Mechanic			WORK WEEK:	40
LOCATION:	177 th Atlantic City Air Force Base 400 Langley Road Egg Harbor Township, New Jersey 08234	RANGE:	C17	SALARY:	\$52,824.07 - \$76,833.87
		CLASS OF SERVICE:	Classified		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	Monday – Friday		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

Current Department of Military Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

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

Interested individuals who meet the stated requirements

JOB DESCRIPTION

DEFINITION:

Under the general supervision of a Crew Supervisor, Mechanics or other supervisory official in a state department, institution, or agency, performs maintenance and repairs on various types of motor vehicles and equipment; does other related duties as required.

SPECIAL NOTE: Appointment to this may be made provisionally, pending the outcome of an open competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass, and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

NOTE:

The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: <https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION & EXPERIENCE:

TRAINING: Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school.

EXPERIENCE: Two (2) years of experience as a mechanic in the repair and installation of motors, and the maintenance and repair of motorized vehicles and equipment.

NOTE: Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

NOTE: An Automotive Service Excellence (ASE) Certification in at least one (1) of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance, L-1 Advanced Engine Performance Specialist.

LICENSE / CERTIFICATION:

Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles operated, rests with the Appointing Authority.

NOTE: Appointees in the Department of Transportation will be required to obtain a Commercial Driver's License (CDL) and applicable endorsement(s) within six (6) months of appointment. The

inability of a Department of Transportation employee to attain a CDL and necessary endorsements within six (6) months of hire shall constitute grounds for removal.

In accordance with Federal regulation 82:40, appointees responsible for the repair or servicing of motor vehicle air conditioners are required to possess and maintain a valid Air Conditioning and Refrigeration Technician Certification, commensurate with the type of equipment serviced, issued by the Federal Environmental Protection Agency.

In accordance with NJSA 13:20-47.15, appointees responsible for performing emissions inspections on diesel-powered vehicles are required to successfully complete a course of instruction on Diesel Emission Inspection provided through the Appointing Authority. Appointees may be required to successfully complete re-training.

In accordance with the New Jersey Occupational Safety and Health Administration regulation 29 CFR 1910.178(l) (1), appointees responsible for the operation of industrial trucks (powered forklifts) will be required to obtain and maintain a current certification as a Powered Industrial Truck Operator issued by the New Jersey Occupational Safety and Health Administration. Appointees may be required to successfully complete re-training.

In accordance with NJSA 13:20-45.16, appointees responsible for performing emissions repairs to gasoline-fueled vehicles are required to possess and maintain a current certification as an Emissions Repairer Technician.

In accordance with NJSA 13:20-43.17, appointees responsible for performing emissions inspections to motor vehicles are required to possess and maintain a current certification as a Motor Vehicle Emissions Inspector.

Appointees responsible for repairing or servicing motor vehicles equipped for alternate fuel are required to successfully complete training and maintain a valid Alternate Fuel Certification. Appointees who possess an ASE Certification in Alternate Fuel are considered to have met this requirement.

Appointees at the Departments of Treasury and Law and Public Safety are required to successfully complete factory training in computerized electronics, factory diagnostics and testing equipment, provided through the Appointing Authority by the manufacturer.

Appointees at the Department of the Treasury are required to possess and maintain an Automotive Service Excellence (ASE) Certification in Brake Repairs. Appointees may also be required to obtain ASE certifications in Engine Repair A-1 and Engine Performance A-8.

Appointees to positions in the Motor Vehicle Commission, Inspection Services, Enhanced Inspection and Maintenance are required to possess a Commercial Driver's License (CDL) and applicable endorsements.

Appointees to positions in the Motor Vehicle Commission, Inspection Services, Enhanced Inspection and Maintenance, are required to possess Automotive Service Excellence Certifications A-1 in Engine Repair, A-6 in Electrical/Electronic Systems, and A-8 in Engine Performance. Appointees are also required to possess a valid certification as an Air Conditioning and Refrigeration Technician. Affected appointees are required to maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute.

SPECIAL NOTICES

RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF
VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the NJ Department of Veterans Affairs website at: https://www.nj.gov/dva/veterans/services/civil-service-preference/
SAME APPLICANTS	If you are applying under the NJ "SAME" program, your supporting documentation (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Military Affairs, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.
AVAILABLE BENEFITS:	<p>As a NJ State Department, DMA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays <p style="text-align: center;">* Pursuant to Department's Policy, Procedures, and/or guidelines</p>

FILING INSTRUCTIONS

Submit application for employment, cover letter, resume, and other supporting documentation as a **single PDF** document, saving the file by your **Last Name, First Name**, to:

CareersCentral@dma.nj.gov or by U.S Mail: ATTN:

HRD-DMA, P.O. Box 340

Trenton, NJ 08625-0340

Fax Number:(609) 530-6725

Be sure to include the **Job Posting #** in the subject line of your email or cover letter
 Application forms may be obtained from the Human Resources website at: [employment-application.pdf](#)
 or you may request via the email address provided.

New Jersey Department of Military Affairs is an Equal Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.