



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 129 - S	ISSUE DATE: December 30, 2025	CLOSING DATE: January 13, 2026
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TITLE: Supervisor Central Motor Pool Operations	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 61654 RANGE: &29
UNIT: Transportation Services	WORKWEEK: NL (35 hours)
LOCATION: Trenton Garage	SALARY RANGE: \$92,710.53 - \$136,605.03

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Transportation Services Unit, is seeking a Supervisor Central Motor Pool Operations. Under direction of the Chief of Motor Pool or other supervisory official in the Division of Administration, exercises supervision over the Central Motor Pool garage operations, and performs the administrative work involved in coordinating on a State-wide basis, the storage, servicing, maintenance and repair of all state owned or leased motor vehicles and related equipment; does other related work.

The incumbent will be responsible for the direct supervision and overall management of the Central Motor Pool Operations Section. This includes all statewide Treasury repair facilities (North, Central, and South, seven total). Provide necessary managerial support to the Bureau Chief of Motor Pool of the Department of Treasury, Transportation Services, required for the successful administration of Departmental Policies and Procedures pertaining to repair service operations. Through the use of the Assetworks M5 database, monitor repair facility productivity and efficiency. Ensure accurate parts and supply inventories are maintained at all facilities. Employing all available technology and resources, develop and implement programs and procedures to assure customer needs are accurately assessed and satisfied in a cost effective timely manner. Perform periodic inspections of statewide Central Motor Pool repair facilities. Monitor all repair facilities to ensure employees have safe working environments through strict compliance of safety policies and procedures. Perform administrative functions related to the coordination of the storage, servicing, maintenance and repair of all state owned or leased vehicles and related equipment. Approximate fleet size 7,500 + vehicles.

The Supervisor Central Motor Pool Operations will provide recommendations regarding vehicle replacement. Based on input from facility supervisors concerning types of services and/or repairs required, and vehicle age/condition make final determination if vehicles are cost effective to repair. Arrange for the rotation of CMP fleet vehicles which are not cost effective to repair through the use of agency turn-in vehicles. Responsible for the oversight and maintenance of the M5 master parts Catalog. Review Requests for Reimbursement of Emergency Purchases. If approved, process request, make appropriate charges through the M5 system, and forward to Fiscal section for payment. Perform follow up as necessary. Perform monthly reviews of vehicle and/or equipment maintenance/repair work performed by the Department of Transportation for the Central Motor Pool.

Serve as the Central Motor Pool Operations liaison to all using agencies in matters of customer complaints, vehicle service requests, and personnel conflicts. Represents Chief of Motor Pool at all function when Chief is unavailable. In conjunction with the Department of Treasury, Human Resources section, ensure all personnel matters are conducted according to departmental policies and procedures. Conduct necessary counseling sessions, interviews, and investigations related to personnel matters. Participate in disciplinary hearings. Draft correspondence, memoranda, and other documentation pertaining to the progressive disciplinary process. Responsible for evaluating employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates. In cases of disciplinary actions, responsible for assuring the policy of progressive discipline is strictly adhered to.



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JOB DESCRIPTION CONTINUED

Responsible for the staffing of all Operations facilities. Conduct employment interviews and analyze application data to make recommendations to the appointing authority. Perform fiscal reviews pertaining to invoices for goods and/or services procured by the various Operations facilities and motor vehicles procured by Fleet Management. Approve, by signature, payment for the above mentioned purchases. Work closely with the Department of Treasury, Fiscal, to ensure that all purchasing by Operations personnel, follows proper policies and procedures as outlined by departmental policy and Purchase Bureau contracts. Analyze "Request for Purchase" and Bid Tabulation" documents issued by the Purchase Bureau as related to contract bids for goods and/or services used by the Central Motor Pool. Oversee yearly overtime budget of \$150,000 - \$200,000. Perform special projects at the request of the Bureau Chief of Transportation Services when required. Coordinate with the Procurement Staff of Transportation Services regarding goods and services required for use by the Operations Section.

The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Nine (9) years of professional experience in a motor pool operation consisting of multiple regional facilities which shall have included responsibility for all aspects of the maintenance, service, repair, and parts inventory of the fleet, two (2) year of which shall have been in a supervisory capacity.

-OR-

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) year of which shall have been in a supervisory capacity.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on January 13, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 129 - S Supervisor Central Motor Pool Operations" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer