



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 057 - P	<b>ISSUE DATE:</b> May 1, 2023	<b>CLOSING DATE:</b> June 12, 2023
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<b>TITLE:</b> Mechanic Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Administration - Transportation Services	<b>TITLE CODE:</b> 43730 <b>RANGE:</b> 0 12
<b>LOCATIONS:</b> 605 S. Broad Street, Trenton, NJ 161 Eggerts Crossing Road, Lawrenceville, NJ 253-D North White Horse Pike, Hammonton, NJ	<b>WORKWEEK:</b> 40 hours
	<b>SALARY RANGE:</b> \$38,285.60 - \$53,506.58

### JOB DESCRIPTION

The New Jersey Department of Treasury, Transportation Services is seeking a Mechanic Trainee. Under close supervision of a supervisory official in a state department or agency, receives on-the-job training in automotive mechanics. Job duties may include the installation, maintenance, and repair of gas and diesel motors, fuel systems, exhaust systems, cooling systems, electrical systems, oiling systems, transmissions and clutches, brakes, rear axles, drive shafts, front suspensions, steering systems, springs, cabs and instruments.

The standard workweek is Monday through Friday. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. This position **may** be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process.

### POSITION REQUIREMENTS

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

**Note:** Applicants who do not possess the required year of formal training may substitute one (1) year of experience as a mechanic in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment.

**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:** Appointees must possess a driver's license valid in New Jersey.

**Certifications:** Appointees at the Departments of Treasury are required to successfully complete factory training in computerized electronics, factory diagnostics and testing equipment, provided through the Appointing Authority by the manufacturer; and 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. Affected appointees are required to maintain valid certifications, and successfully complete the re-certification processes within the timeframes mandated by statute.

**Advancement:** Applicants who are appointed to positions as Mechanic Trainee must complete a two-(2) year formal training program in automotive mechanics, which includes two (2) years of on-the-job training, and the formal vocational training necessary to obtain the required certifications. Failure to obtain the required certifications during the training period will result in separation from state service.



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## IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, must include a Schedule A or B letter with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Starting Salary:**

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on June 12, 2023:**

- Cover letter/Letter of interest
- Resume
- Copy of training certificate (if applicable)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2022- 057 - P - Mechanic Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent (nr)*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*