



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
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JOANNE ROSA
DIRECTOR

Job Opening:
Engineering Aide

Department: Infrastructure

Division: Engineering

Exempt/Non-Exempt: Non-Exempt (Eligible for overtime)

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday – 37.5 hrs. /week

Salary: \$50,000 to \$63,000 Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is a rapidly growing, highly urbanized environment and a leader in New Jersey in complete streets policy and design. Jersey City was the first city in New Jersey to adopt the Vision Zero initiative and received the 2019 New Jersey Complete Streets Excellence Award. This is an unparalleled opportunity to play a key role in the implementation of progressive transportation policies and projects.

The City of Jersey City is seeking an Engineering Aide to join the Division of Engineering's team to assist engineering and planning professionals responsible for ensuring the safe and efficient travel of the public.

Job Duties:

- Performs field investigations, inspections, and surveys for engineering projects and traffic-related work.
- Compiles assessments in reports for field-related operations on construction sites.
- Inventories regulatory roadway signage, roadway striping, and pavement conditions.
- Observes, measures, records, and analyzes construction sites.
- Compiles and summarizes survey data and prepares graphs and charts.
- Handles correspondence with residents/constituents.
- Maintains spreadsheets, records, and files.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

Required Experience:

Zero (0) to three (3) years of experience in engineering and construction work

Required License:

Appointees will be required to possess a driver's license valid in New Jersey.

Essential Knowledge and Skills:

- Knowledge of procedures applied in civil engineering activities and related technical operations
- Knowledge of methods used in making basic arithmetic calculations and of fundamentals of algebra, plane geometry, and trigonometry
- Ability to read and interpret plans, maps, and specifications
- Ability to maintain cooperative working relationships with coworkers, supervisors, and the public
- Excellent organizational skills, attention to detail, and time management
- Proficient in preparing correspondence
- Ability to understand, remember, and carry out written and oral directions and to quickly learn from written and oral explanations and demonstration
- Ability to prepare and complete accurate reports
- Perform traffic data collection
- Strong proficiency in Microsoft Office

Preferred Education/Skills/Qualifications:

- Relevant internship experience

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title (please see the job description here: <https://info.csc.state.nj.us/jobspec/01733.htm>)

To apply for this job with the City of Jersey City, fill out our [Employment Application](#), available at <https://www.jerseycitynj.gov/jobs>.

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