**POSITION DESCRIPTION**

The State of New Jersey, Division of Property Management and Construction, is seeking a Construction Management Specialist 3 to work in the Office of Design & Construction. This position requires the ability to manage all aspects of the design and construction of highly complex and/or large scale construction projects. The requirements for this position include, but are not limited to the following: The management of design and construction contracts and processes to ensure projects are completed in accordance with the project schedule, budget, applicable regulations and using Agency requirements to produce a code compliant project in accordance with State standards and procedures. This begins with the development of the Scope of Work and continues through Project Closeout including, assistance to the Client Agency, selection of Consultants, evaluation of contract bids, awarding contracts, Contractor and Consultant oversight, assistance with procurement and fiscal activities, evaluation of payments, claims, change orders and amendments, budgeting, tracking, scheduling, preparing correspondence and/or reports on contractual matters or other topics as required. The position requires interfacing with outside Vendors, other Government Divisions, Agencies, and Units within the Division. In addition, the position requires skills in leadership, conflict resolution, negotiations and the ability to undertake preventive and/or corrective action. The Construction Management Specialist will also evaluate project budgets with regard to project funding, approving and/or rejecting Contractor and Consultant invoices; evaluating contract performance against contract terms and professional guidelines; approving and/or rejecting Contractor and Consultant requests for contract changes (change orders and amendments). Proficiency in various software programs, including Microsoft Office Suite and Microsoft Project, and the ability to learn other software programs used by the Unit is a necessity.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, dental and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

**POSITION REQUIREMENTS**

**Education:**
Graduation from an accredited college with a Bachelor's degree.

**Experience:**
Three (3) years of experience in the field of architecture, engineering, project management, construction contract management, financial contract management, facilities management, construction quality assurance, or related area involving complex building projects.

**Note:**
Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

A Master's degree in a specialty area related to construction may be substituted for one (1) year of required experience.

Possession of a valid Architect's License issued by the Board of Architects and Certified Landscape Architects may be substituted for two (2) years of required experience.

Possession of a valid Professional Engineer's License issued by the State Board of Professional Engineers and Land Surveyors may be substituted for two (2) years of required experience.

Possession of a valid New Jersey Uniform Construction Code License issued by the New Jersey Department of Community Affairs may be substituted for one (1) year of required experience.

**License:**
Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

**Note to current State employees:**
Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

**Provisional Appointment:**
Appointee will serve provisionally pending an examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.
IMPORTANT NOTES

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 CSC rules and regulations, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range. Current State employees’ salary will be calculated and made in accordance with CSC 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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

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 July 8, 2022:

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

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2022-046-P – CMS3 ODC” 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
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer