NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

Construction Management Specialist 2

SALARY RANGE: **$74,251.79-$105,891.38 (R29)** **WORKWEEK:** **N4 (40 hour workweek)**

POSTING PERIOD FROM: **January 28, 2016** **TO:** **February 11, 2016**

OPEN TO:
- ☐ **Unit Scope:**
- ☐ **Division Wide**
- ☐ **Department Wide (open to Treasury employees)**
- ☒ **State Wide (all Departments/State employees)**

DIVISION/LOCATION:
Division of Property Management and Construction
Office of Design and Construction Services
20 West State Street, 3rd Floor
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of a supervisory official within the Division of Property Management and Construction, manages the overall operation of the Construction Services Unit. Oversees the staff's handling of the construction process to ensure projects are completed in accordance with Departmental objectives, project schedules, budgets and using Agency requirements. Coordinates Unit activities to expedite processes relevant to Departmental objectives, project requirements and schedules. Monitors the results of the Unit's activities through a tracking system and develops appropriate measurement devices; does other job related duties.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) 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, one (1) year of which shall have been in a supervisory capacity.

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 NJ Department of Community Affairs may be substituted for one (1) year of required experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: CMS 2 - DPMC)

To obtain an Application for Employment, go to: http://www.nj.gov/treasury/administration/pdf/hr-application.doc. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY: _____

Douglas J. Janni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer