



STATE OF NEW JERSEY  
**NEW JERSEY BUILDING AUTHORITY**

50 W. STATE ST.  
2<sup>ND</sup> FLOOR  
TRENTON, NJ 08625  
(609) 943-4830

**JOB DESCRIPTION**

Job Title:	Project Manager (Construction)	Date: May 1, 2026
Reports to:	Executive Director or Designee	
FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Salary: \$70,000 - \$90,000
Employment Status:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>

**JOB SUMMARY**

Under the direction of the Senior Project Manager or Deputy Chief of Construction, the Project Manager will assist in managing all aspects of the design and construction of highly complex and/or large-scale construction projects. This includes overseeing contracts, schedules, budgets, compliance with applicable regulations, and client agency requirements to ensure successful delivery of code-compliant projects in accordance with State standards and procedures.

**EDUCATION-EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in construction management, Architecture, Engineering, or Financial Management is required. Relevant professional experience may be considered as a substitute for formal education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Direct day-to-day project operations
- Coordinate project development from initiation through construction close-out
- Manage activities of contract consultants and coordinate project phasing and scheduling with client agency input
- Maintain strong working relationships with client agencies, contractors, architects, engineers, and construction managers
- Ensure projects are completed on schedule and within budget
- Work closely with contracted architects and engineers regarding change orders, contract interpretation, and technical matters
- Monitor and report on ongoing design and construction activities
- Issue directives to contractors to enforce contract compliance
- Process change orders, invoices, letters of direction, project financial reports, and other administrative documentation

### REQUIRED SKILLS AND ABILITIES

- Knowledge of New Jersey building and safety codes
- Understanding of construction project controls
- Proficiency in computer applications related to project management
- Excellent analytical, organizational, and problem-solving skills
- Strong leadership, communication, and interpersonal abilities
- Ability to manage multiple major projects and phases simultaneously
- Ability to work effectively in a fast-paced environment
- Ability to interpret engineering, architectural, and construction drawings and specifications
- Strong commitment to client agency satisfaction

### LICENSE

Candidates must possess a driver's license valid in the State of New Jersey to perform the essential duties of this position.

### RESIDENCY REQUIREMENT & EMPLOYMENT

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>.

### EMPLOYMENT, SALARY & BENEFITS

Starting salary will be commensurate with education, training, and experience. The State of New Jersey offers a comprehensive benefits package including:

- Pension
- Medical Insurance
- Dental Insurance
- Paid Vacation
- Personal Time
- Sick Leave

### NEW JERSEY BUILDING AUTHORITY CONTACT INFORMATION

In order to be considered, submissions must be received in a timely manner at the email address listed below. If you are qualified and interested, please submit the following documents by 5:00 PM on or before: May 29, 2026

Cover Letter/Letter of Interest, a Resume and a Proof of Degree - (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma) to: Wanda Gibson, Administration Officer, New Jersey Building Authority [wanda.gibson@treas.nj.gov](mailto:wanda.gibson@treas.nj.gov) (Please use "NJBA Project Manager" in the Subject Line). In order to be considered, submissions must be received in a timely manner at the email address listed above.

DISCLAIMER

This position is non-civil service. Your employment at the New Jersey Building Authority (NJBA) is voluntary and subject to termination by you or the NJBA at-will, with or without cause, or with or without notice at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the at-will employment status of NJBA employees. This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded non-exempt workers under the Fair Labor Standards Act (FLSA).

Please note that the NJBA has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.