



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 110 - B	ISSUE DATE: August 3, 2023	CLOSING DATE: September 29, 2023
TITLE: Construction Management Specialist 3	OPEN TO: General Public	
DIVISION: Property Management & Construction	TITLE CODE: 30801	RANGE: P25
UNIT: Code Review & Quality Control	WORKWEEK: 40 hours	
LOCATION: 33 West State Street, 3rd Floor, Trenton NJ	SALARY RANGE: \$69,579.06 - \$98,899.62	

JOB DESCRIPTION

The State of New Jersey, Division of Property Management & Construction seeks to hire Construction Management Specialist 3 to work in their Code Review & Quality Control Unit. Under the direction of a supervisor within the Code Review & Quality Control Unit, responsible for the review of a wide range of structures including but not limited to: office buildings, laboratories, museums, warehouses, technology centers, detention facilities, schools, psychiatric facilities, State Park facilities and Department of Transportation road maintenance facilities. Stipulates design and code deficiencies and potential problems on reviews and reports, for the benefit of project managers, architects, engineers, contractors and using agency representatives. Performs research and provide technical assistance to architects and engineers in the design development of all facilities under the jurisdiction of the Division. Ensures that plans, specifications, addendum, bulletins, change orders, variations, scopes of work and shop drawings are analyzed for feasibility, viability of design, correctness of design and maintainability, in addition to code compliance as required by the UCC and conformance with the original scope of work. Performs interim and final plan reviews of plans, specifications and other documents for code, design, SOW, constructability, quality and quantity of information, details, coordination between architectural, fire, electrical, mechanical & plumbing drawings; addressing known problems that consistently re-occur during design and construction to avoid construction issues and change orders during construction. Reviews and approves multiple phase plans, specifications, addendum, scopes of work, bulletins, change orders, shop drawings (construction phase permit/code reviews) and variations.

Building Subcode Official: The ideal candidate will have a diverse and well-rounded knowledge of all building construction types and Use Groups from class 3 to class 1 structures; extensive experience in the field of architectural design and construction, with a strong knowledge of architectural construction methods and techniques; complete understanding of the NJ Uniform Construction Code, International Building Code, NJ Edition, International Energy Conservation Code, ASHRAE 90.1, International Mechanical Code, Barrier Free Subcode, ICC/ANSI A117.1 and the NJ Rehabilitation Subcode; and the knowledge and ability to consult with design professionals and offer advice and guidance in the design of construction projects.

Appointee 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.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. 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.



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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university 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.
- Note:** A Master's degree in a specialty area related to construction may be substituted for one (1) year of required experience.
- Note:** Possession of a valid New Jersey Architect's License issued by the Board of Architects and Certified Landscape Architects may be substituted for two (2) years of required experience.
- Note:** 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.
- Note:** 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.
- Note:** Within the Department of the Treasury, Division of Property Management and Construction, appointees may be required to possess one or more of the following licenses. The appointing authority is responsible for license verification.
1. Possession of a valid license as a Building Subcode Official issued by the New Jersey Department of Community Affairs. **NOTE:** Applicants must also possess a valid license as a Building Inspector at the high-rise and hazardous (HHS) level, issued by the New Jersey Department of Community Affairs.
- Provisional Appointment:** Appointee will serve provisionally pending an open-competitive 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.
- Note to Current State Employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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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 information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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 information, 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.

**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 information, 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 September 29, 2023:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 110 - B CMS3 Subcode" 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