



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024-134-B	ISSUE DATE: October 8, 2024	CLOSING DATE: October 22, 2024
TITLE: Construction Management Specialist 3	OPEN TO: General Public	
DIVISION: Property Management & Construction	TITLE CODE 30801	RANGE: P25
UNIT: Office of Design & Construction	WORKWEEK: 40 hours	
LOCATION: 20 W. State Street, Trenton, NJ	SALARY RANGE: \$74,534.83-\$105,943.75	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction, Office of Design & Construction is seeking a Construction Management Specialist 3. Under direction of a Construction Management Specialist 1 or other supervisory official in a State or local agency, performs the design, project control, cost estimation, contract administration, quality assurance, scheduling and control activities involved in capital construction, public works projects, or programs administered by the division.

The selected candidate will be responsible for 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 and complete 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, but not limited to 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 selected candidate 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). The candidate must also have a proficiency in various software programs, including Microsoft Office Suite and Microsoft Project, and the ability to learn other software programs used by the Unit; does other related duties as required.

Be advised, the Civil Service Commission has issued the announcement for this title (S1411F). Applicants interested in this opportunity **MUST** also apply for the announcement issued by the Civil Service Commission by the closing date and provide confirmation of submission when responding to this Notice of Vacancy. Please visit the Civil Service Commission job announcements website at [NJCS - Job Announcements \(state.nj.us\)](https://www.njcsc.com/job-announcements) to view the announcement and for instructions on how to apply. **The announcement (S1411F) is scheduled to close on October 21, 2024.** Please provide our office with a copy of your confirmation of submission when responding to this Notice of Vacancy.

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 & Experience:

Seven (7) years of professional 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.

-OR-

Possession of a Bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

-OR-

Possession of a Master's degree in a specialty area related to construction; and two (2) years of the above-mentioned professional experience.

Note:

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 the above-mentioned professional experience.

Note:

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

Note:

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 the above-mentioned professional experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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 the essential duties of the position.

IMPORTANT NOTES FOR CURRENT STATE EMPLOYEES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.

IMPORTANT NOTES FOR APPLICANTS FROM THE PUBLIC

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.

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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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 more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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>.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on October 22, 2024:

- Cover letter/Letter of interest
- Resume
- Confirmation of submission to announcement [S1411F](#)
- 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 "2024- 134-B Construction Management Specialist 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer