



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-017-S	ISSUE DATE: March 6, 2026	CLOSING DATE: March 20, 2026
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TITLE: Construction Management Specialist 3	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Property Management & Construction	TITLE CODE: 30801	RANGE: P25
UNIT: Office of Contract Administration	WORKWEEK: 40 hours	
LOCATION: 20 W. State Street, Trenton, NJ	SALARY RANGE: \$77,143.55 - \$113,263.75	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction, Office of Contract Administration 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 prepare the "draft" scope of work document, translating using agency needs into a requirements document to procure architect and engineer services for design and construction projects; schedule and chair scope of work (SOW) kick-off meetings at the project site with the Using Agency Representatives and the Project Team; attend additional planning meetings with using agency representatives and consultants as necessary regarding the project scope; research files and assemble SOW reference documentation for each specific project, including previously completed studies, as-built drawings and special requirements unique to the specific facility and using agency programs; develop preliminary project schedules and budgetary cost estimates including design, construction, fees and contingencies, in accordance with OMB circular, for each specific project; obtain Client Agency representatives and Project Team members' comments and/or approval of the "draft" scope of work document and incorporate them into the "final" scope of work document for inclusion in the project Request for Proposals (RFP); obtain the "final" scope of work approval from the Design Manager, Client Agency representatives, Ass't. Deputy Director, and DPMC Deputy Director; solicit proposals (work orders) from consultants for the preparation of studies to support the development of project specific scopes of work regarding using agency requirements; review, negotiate and recommend approval of work orders; prepare and directs the preparation of correspondence and reports regarding scopes of work and design contract issues; coordinate and monitor consultant activities on studies and investigations regarding compliance with the contract and specific work order requirements to insure timely completion and receipt of deliverables; review and recommend approval/disapproval of consultant invoices for each specific contract assignment; does other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant 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.

IMPORTANT NOTES

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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission 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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 March 20, 2026:

- 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 "2026- 017 - S CMS3 Contract Admin" 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