NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 056 - B	May 18, 2026	June 18, 2026

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:** $77,143.55 - $113,263.75

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Property Management & Construction is seeking a Construction Management Specialist 3. Under the direction of a Construction Management Specialist 1 or other supervisory official within a State or local agency, will perform duties related to design, project control, cost estimation, contract administration, quality assurance, and scheduling. These responsibilities support capital construction and public works projects, as well as programs administered by the division.

The selected candidate will be responsible for managing design and construction contracts and processes to ensure projects are completed on schedule, within budget, and in compliance with applicable regulations and agency requirements. Responsibilities include overseeing all phases of project delivery, from development of the scope of work through project closeout including but not limited to: providing assistance to the client agencies; coordinating consultant selection; evaluating contract bids and recommending contract awards; overseeing contractor and consultant performance; assisting with procurement and fiscal activities; evaluating project budgets and funding requirements; reviewing and approving or rejecting contractor and consultant invoices; assessing contract performance for compliance with contract terms and professional standards; and reviewing and approving or denying requests for contract modifications, including change orders and amendments.

The preferred candidate should demonstrate strong leadership, conflict resolution, and negotiation skills, along with ability to implement preventive and corrective actions. Proficiency in software applications such as Microsoft Office Suite and Microsoft Project is required, along with the ability to learn other systems as needed; performs 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

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. 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.

Note to new appointments:

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.

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, not to exceed 6 months, working test period.

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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 June 18, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 056 - B Construction Management Specialist 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer