

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Construction Management Specialist 3

SALARY RANGE: \$65,565.90 - \$93,195.36 (P25)

WORKWEEK: 40 Hour Workweek

POSTING PERIOD FROM: February 25, 2020

TO: March 9, 2020

OPEN TO: Unit Scope: _____ Division Wide Open to General Public
 Department Wide (open to Treasury employees)
 State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Property Management and Construction
Office of Building Management and Operations
20 West State Street
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of a supervisor within the Office of Building Management and Operations, responsible for effectively generating material requests for all materials and services required to maintain a safe and comfortable work environment for all State tenants with the Department of Environmental Protection Complex. Follows all fiscal procedures and regulations in accordance with the State contracts and the Delegated Purchasing Authority circular as outlined by Treasury's Office of Fiscal and Resources, and the Division of Purchase and Property. Generates required scopes of work and coordinates with outside trade vendors to obtain proposals for building upgrades and repairs. Oversees in house trade services and all outside vendors through the completion of repairs and projects in assigned facilities. Responsible for obtaining quotes and the purchasing of all commodities required to perform daily maintenance and repairs to assigned facilities. Performs other related duties as required.

REQUIREMENTS: Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

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 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 NJ Department of Community Affairs may be substituted for one (1) year of required experience.

LICENSE: Appointees MUST possess a driver's license valid in New Jersey in order to perform the essential duties of the position

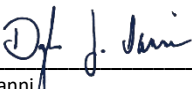
If you are interested in this employment opportunity, please send your cover letter, resume and Application for Employment **via email only**, by the deadline listed above. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "CMS3 - DPMC" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni,
Director of Administration and
Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer