



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 23-00118

TITLE: Manager of Environmental Resources

ISSUE DATE: 4/24/2023

TITLE CODE: 55013

CLOSING DATE: 5/15/2023

DIVISION: Planning Multimodal & Grants Administration

LOCATION: Ewing

UNIT: Environmental Resources

RANGE: X98

SALARY: \$142,715.00

WORK WEEK: NL

The New Jersey Department of Transportation (NJDOT) is accepting applications for candidates interested in the position of **Manager of Environmental Resources (Government Representative 2)**, Division of Planning Multimodal & Grants Administration. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 13 paid holidays and Benefit Leave. The standard workweek is Monday through Friday.

DESCRIPTION

Under the direction of the Division Director or other senior management official, oversees/manages the efforts of the Bureau of Environmental Program Resources, within the Division of Environmental Resources at the New Jersey Department of Transportation. This Bureau ensures that the Department's actions and practices are compliant with governing state and federal environmental regulations and have minimal impact to the natural and human environment. This position will oversee the functions of two (2) Groups within the Division that have distinct responsibilities: the Project Development Group, responsible for obtaining state and federal approvals for projects initiated by various Divisions within the Planning Multimodal & Grants Administration Unit Scope and other areas as needed. This Group also provides assistance to the Metropolitan Planning Organizations (MPOs) in project screenings for projects funded by NJDOT. The second Group, the Environmental Services Support Unit (ESSU) is responsible for numerous activities including: obtaining state and/or federal environmental approvals for projects initiated by the various units in NJDOT's Transportation Operations Systems & Support (TOS&S) as well as ensuring all Department business practices comply with governing state and federal regulations related to storm water management, storage/disposal of hazardous materials and site remediation. Each Group is staffed by environmental professionals and are supervised by Team Leaders. Finally, this position will work directly with the Director's office in matters related to environmental policy providing input as needed.

REQUIREMENTS

Education: A Bachelor's degree from an accredited college or university. An advanced degree in management, administration, or other related is preferred.

Experience: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

PREFERRED SKILLS

- Extensive knowledge of federal and state environmental regulations pertaining to transportation project development (NEPA, EO 215, NJDEP and/or US Army Corps of Engineers) permitting requirements.

- Working knowledge of state and federal regulations related to storm water management, storage/disposal of hazardous materials and site remediation.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52: 14 - 7 {P.L. 2011, c. 70}, also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <http://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your UNDERGRADUATE degree.

Foreign Degree Evaluation: If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course-by-course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot-hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691 - 04

