



STATE OF NEW JERSEY
NEW JERSEY BUILDING AUTHORITY

50 W. STATE ST.
2ND FLOOR
TRENTON, NJ 08625
(609) 943-4830

JOB DESCRIPTION

Job Title: Chief of Construction Date: July 15, 2024
Reports to: Executive Director
FLSA Status: Exempt Non-Exempt Salary: \$120,000 - \$150,000
Employment Status: Full Time Part Time Temporary

JOB SUMMARY

Under the direction of the Executive Director, the Chief of Construction has responsibility and accountability to effectively develop and manage staff resources, budgets, and assets to satisfy defined project goals and deliver quality results within budget and schedules. The Chief of Construction must be able to effectively provide strategic leadership and coordinate activities with all parties involved, including, senior management, various State Agencies and staff. In addition, the Chief of Construction will direct an inter-disciplinary team of technical professionals and support staff to define and manage advancement of project elements in recognition of state fiscal responsibility and in support of client needs. This includes, but is not limited to, oversight responsibilities for project planning, design and construction management as well as administrative and operations management. Effectively manage and delegate work to the team and provide technical direction and guidance to staff to ensure processes and work product are in compliance with NJBA Policy and Procedures, Contracts, Statutory and Regulatory requirements, and Executive Orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees day-to-day project operations. Coordinates the initial project feasibility studies and other required research to develop a project proposal. Works with both the Executive Director and the Client Agency to develop a Project Report, and with the Attorney General's Office to develop a Concurrent Resolution for project approval, as required.
2. Upon project approval, oversees the development of project design from project initiation through closeout. Oversees and directs the activities of contract professionals and contractors. Oversees appropriate phasing and scheduling of project activities with client input. Oversees and maintains liaison with client, Architectural/Engineering firms, construction managers and contractors to facilitate successful project execution and completion. Provides oversight of contract administration with respect to all professional and construction contracts pertaining to the project to ensure that all deliverables have been satisfied as called for in the contract and project specifications.
3. Oversees the architect/engineer to ensure the facility is structurally sound and in compliance with the State Uniform Construction Code and contract specifications. Approves all project objectives, policies, procedures, and performance standards in accordance with Building Authority policy.
4. Oversees all construction activities to ensure project is completed on schedule, safely, professionally and within budget. Holds direct responsibility for the financial and budget aspects of projects and addresses any issues, concerns and/or discrepancies quickly, effectively and where appropriate with Building Authority Executive Management.

5. Oversees project budgets, cost reports, contractor reports, payments, change orders, equipment, income, expenses, etc.
6. Coordinates, leads, manages and oversees the work of subordinate Senior Project Managers and Project Managers, makes final recommendations with respect to essential field positions, and provides leadership, support, direction and training to subordinate team members.
7. Represents the Building Authority in higher-level project meetings.

REQUIRED SKILLS AND ABILITIES

1. Mastery of Project Management and Construction skills
2. Demonstrated success in managing multiple construction projects/phases and multiple project managers.
3. Must have strong leadership, communication and organization skills.
4. Ability to work effectively in a fast-paced environment.
5. Ability to coordinate several major projects/phases at once.
6. Ability to quickly analyze and resolve specific problems.
7. Ability to understand engineering, architectural and other construction drawings.
8. Ability to establish positive working relationships with executive staff, construction professionals, supervisors and contractors.
9. Experience in Correction facilities, Juvenile facilities a plus

REQUIRED EDUCATION AND EXPERIENCE

EDUCATION:

1. Graduation from an accredited college or university with a Bachelor's degree in Construction Management, Planning, Finance, Architecture, Civil Engineering, Environmental Management or Graduate from a United States Department of Labor Accredited Apprenticeship Program or Minimum 20+ years Construction/Facilities Management experience
2. Knowledge of NJDCA Codes and Regulation; NJDEP, NFPA, Asbestos
3. Experience leading project teams and working knowledge of all aspects of general design and construction experience reading and interpreting construction documents and drawings.
4. Extensive knowledge of general design and construction, construction codes and the regulatory environment affecting development.
5. General knowledge and understanding of construction and professional service contracts and dealing with complex construction and contractual issues in public environments.

CERTIFICATES AND LICENSES REQUIRED

Valid driver's license, OSHA Certificates

RESIDENCY REQUIREMENT

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>.

NOTE

This position is non-civil service. Your employment at the New Jersey Building Authority (NJBA) is voluntary and subject to termination by you or the NJBA at-will, with or without cause, or with or without notice at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the at-will employment status of NJBA employees. This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded non-exempt workers under the Fair Labor Standards Act (FLSA).

INSTRUCTIONS TO APPLY

In order to be considered for the position, candidates must submit via email a cover letter/letter of interest, a resume and a proof of Degree (copy of diploma). 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. Send the aforementioned information to Ms. Wanda Gibson, Administration Operations Manager, New Jersey Building Authority, (wanda.gibson@treas.nj.gov) (Please use "NJBA Chief of Construction Candidate" in the Subject Line; submit by 5:00 PM on or before July 24, 2024.

DISCLAIMER

Please note that the NJBA has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.