



New Jersey Economic Development Authority

Req ID: 2023-2011
Job Title: Senior Project Officer, Real Estate Design & Construction (Environmental)
Date: September 2023
Division: Real Estate Development
Department: Real Estate-Design and Construction
Reports To: Program Manager, RE Design and Construction
Grade Level: H17
Salary Range: \$85,680 - \$107,100
Open Date: 10/31/2023
Close Date: 12/31/2023

Job Summary

Serves as Department's subject matter expert for the planning and implementation of site and building environmental remediation, demolition and site preparation processes, as well as the installation of utilities and infrastructure. Manages and oversees consultants through environmental engineering on a variety of EDA owned parcels and due diligence efforts. Leads the programming, design and construction of real estate projects typically valued at ±\$50 million through all phases of development including the selection/procurement of design professionals, specialist consultants, contractors, and construction managers, and manages the activities of these parties to ensure that complex, multi-discipline real estate development projects are successfully delivered on time and within budget. Advises the Vice President and the Director of Design & Construction on best practices.

Essential Duties and Responsibilities

- Manages consultants and contractors in the planning and execution of environmental remediation, demolition and infrastructure work on behalf of the Department. Provides technical assistance to other members of the Department and the Authority whose projects include remediation, demolition or infrastructure components.
- Develops project specific RFQ/RFPs and scopes of work, reviews qualifications and proposals, and oversees the selection of consultants, developers, architects, engineers, general contractors and construction managers.
- Directs the performance and completion of site and building environmental assessments, remedial investigations, remedial actions and completion of environmental remediation. Coordinates project and property requirements with New Jersey Department of Environmental Protection staff and Licensed Site Remediation Professionals.
- Serves as the Department's point of contact with NJDEP and as a key member of interagency working groups when resident expertise on environmental matters is required.
- Directs and coordinates the work of consultants, developers, architects, engineers and contractors in the design and construction process of development projects. Reviews contractual performance of all appropriate developers, consultants, architects, engineers, and contractors on a continual basis.
- Works with municipal, county, state and federal regulatory agencies in obtaining necessary permits and approvals.
- Directs the work of architects, engineers and other consultants in the performance and completion of project feasibility studies/Basis of Design for prospective projects.
- Develops cost estimates, budgets, schedules, and development strategies and prepares monthly updates on progress of projects.
- Reconciles and executes Contract Bulletins and Change Orders with respect to changes in the scope of work covered in original contract.

- Works with the Department's Development Team to create development strategies, draft procurement scopes, coordinate project requirements, and align project sequencing/schedules.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among Department, EDA staff and external customers.
- Must complete annual and semiannual self-assessment as required.
- Performs other duties and special projects, as assigned
- Performs routine engineering design evaluations and analysis.

Skills and Abilities

- Ability to lead a project team of engineering and design professionals and contractors through all phases of the real estate development process in conformance with the project schedule and budget.
- Knowledge of completing all phases of environmental remediation projects, procurement and management of consulting/LSRP contracts, all associated and regulatory agency regulations and requirements, and filing of permits/Deed Notice/RAO.
- Ability to resolve conflicts that may arise among team members or between the EDA and its stakeholders.
- Ability to communicate project status to the Authority's senior leadership and the Board's Real Estate Committee, including obstacles to successful project completion and corresponding solutions.
- Knowledge of the function and operation of professional consulting firms.
- Knowledge of construction contracts, development scheduling and budgeting of commercial and/or mixed-use development.
- Knowledge of demolition and site preparation processes, including utility and infrastructure planning and installation.
- Knowledge of local zoning ordinances and regulatory agency regulations.
- Proficiency in Project Management of real estate development and construction projects.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office including Microsoft project or equivalent project planning tool. Familiarity with CADD software
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among Department, EDA staff and external customers.
- Working knowledge of AISC, ASCE, ACI, UBC, IBC and other engineering codes required.

Preferred Qualifications

Education and Experience Requirements

- Bachelor's Degree with an emphasis in Environmental, Civil Engineering or other technical degree and/or equivalent education/professional experience
- Demonstrated training and/or experience in managing environmental remediation, demolition and/or infrastructure installation projects.
- Minimum seven years diversified experience in commercial, industrial and mixed-use development projects, site planning, management of design and/or construction phases of development.
- New Jersey Professional Engineering License or Licensed Site Remediation Professional (LSRP) helpful.

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to project sites, events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA 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 employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - Those guidelines can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

NJ SAME Applicants:

In order to be considered for this position, **all NJ SAME applicants must** submit their resume and NJ SAME eligibility documents through the job link below.

<https://careers-njeda.icims.com/jobs/2011/senior-project-officer%2c-real-estate-design-%26-construction-%28environmental%29/job>

Please direct any inquiries to NJSAME@njeda.gov