



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0178

ISSUE DATE: 8/29/2024

TITLE: Construction Management Specialist 2

CLOSING DATE: 9/5/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Operations

LOCATION: Trenton, NJ or Newark, NJ

SALARY RANGE: R28: \$85,535.88 - \$121,891.47

NUMBER OF POSITIONS: 2

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Supervise a team of Construction Manager Specialist IIIs day-to-day activities which includes assigning work, directing construction management, and applying grant management to projects for CDBG-DR and FEMA funded programs. Coordinates and works with State construction managers, contracted consultants, and procured construction companies to facilitate and expedite project requirements and schedules. Supervises and oversees activities during project completion. Ensures that construction process timelines are met in accordance with the project schedule and budget. Review construction contracts for accuracy in scope and budget. Monitor and inspect the construction work. Develops standards, reviews, and approves documentation for use in contract disputes and applicant or builder escalations relative to Program procedure and process. Monitors contracts, both procured by the State and signed between a homeowner and contractor, to ensure the Project is progressing based upon the contract Reviews and approves or rejects changes orders, invoices, and scope adjustments. This includes in depth contract reviews and consultation with contractors to ensure HUD guidelines and Program policy is enforced. Act as a liaison on behalf of the program with building officials, zoning officers, contractors, design professionals and other state and local agencies. Coordinates compliance activities to include adhering to department regulations and policies, and building code standards, as applicable, in project assessments. Compiles and analyzes Program data and reporting to review for efficiency. Participates in policy discussion and acts as a construction subject matter expert. Prepares and assists with creating documents for bidding purposes, as requested. Supervises and conducts the inspection of construction projects on site. Reviews existing data regarding the performance of the project, identifies issues and possible delays and plans accordingly to avoid delays and achieve targeted results. Implements and monitors employee performance, provides constructive feedback, instructions on staff assignments.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: REQUIREMENTS:

NOTE: 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. Eight (8) 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, one (1) year of which shall have been in a supervisory capacity.  
OR  
Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.  
OR  
Possession of a master's degree in a specialty area related to construction; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.  
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 non-supervisory 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 non-supervisory 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 non-supervisory 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.

SPECIAL TRAINING: ..

**LICENSE:** Appointees will be 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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0178  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings>  
*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*