



### JOB DESCRIPTION

Job Title: Project Manager (Construction) Date: December 30, 2024  
Reports to: Executive Director or Designee  
FLSA Status: Exempt  Non-Exempt  Salary: \$80,000 - \$95,000  
Employment Status: Full Time  Part Time  Temporary

### JOB SUMMARY

Manage all aspects of the design and construction of highly complex and/or large scale construction projects including management of design and construction contracts and processes to ensure projects are completed in accordance with the project schedule, budget, applicable regulations and Client Agency requirements to produce a code compliant project in accordance with State standards and procedures.

### EDUCATION, TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in construction management, architecture or engineering; or training via a federally accredited apprenticeship program in the building trades; and/or a substitution of relevant experience for education will be considered.

Minimum of ten (10) years of experience in the field of architecture, engineering, construction project management, construction contract management, financial contract management, facilities management, construction quality assurance, and safety management involving and managing all phases of construction work on large scale or multiple construction projects. Experience in the aspects of general design and construction, including reading and interpreting construction documents and drawings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs day-to-day project operations. Coordinates project development from project initiation through construction close-out. Coordinates activities of contract consultants. Makes decisions on phasing and scheduling of project activities with client agency input.

Manages relations with client agencies along with the contractors, architects, engineers, and construction managers. Takes appropriate action to ensure the project ends on schedule and within budget. Works with contracted architect/engineer regarding change orders, interpretation of contract documents and other technical matters. Monitoring and reporting of ongoing design and construction activities. Issues directives to contractors to enforce contract compliance.

### REQUIRED SKILLS AND ABILITIES

Knowledge of New Jersey building and safety codes, ability to utilize building construction industry project controls, strong computer skills, excellent analytical and organizational abilities, strong motivation toward client agency satisfaction, strong leadership and communication skills, ability to work effectively in a fast-paced environment, ability to coordinate several major projects/phases at once, ability to quickly analyze and resolve specific problems, ability to understand engineering, architectural and other construction drawings and specifications.

#### LICENSE

Appointees must possess a driver's license valid in the State of New Jersey in order to perform the essential duties of the position.

#### RESIDENCY REQUIREMENT & EMPLOYMENT

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>.

#### EMPLOYMENT, SALARY & BENEFITS

Starting salary commensurate with education, training or experience. Salary also includes a State of New Jersey comprehensive benefits package which includes Pension, Medical, Dental, Paid Vacation, Personal Time, and Sick time.

#### NEW JERSEY BUILDING AUTHORITY CONTACT INFORMATION

In order to be considered, submissions must be received in a timely manner at the email address listed below. If you are qualified and interested, please submit the following documents by 5:00 PM on or before Friday, January 31, 2025:

- Cover Letter/Letter of Interest,
- Resume, and
- Proof of Degree - (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

to: Wanda Gibson, Administration Officer, New Jersey Building Authority [wanda.gibson@treas.nj.gov](mailto:wanda.gibson@treas.nj.gov) (Please use "NJBA Construction Project Manager" in the Subject Line). In order to be considered, submissions must be received in a timely manner at the email address listed above.

#### DISCLAIMER

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).

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.