



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR23-0174

ISSUE DATE: 9/14/2023

TITLE: Construction Management Specialist 3

CLOSING DATE: 10/5/2023

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Housing Recovery Programs

LOCATION: 101 South Broad Street, Trenton, NJ 08625

SALARY RANGE: P25: \$69,579.06 - \$98,899.62

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Disaster Recovery and Mitigation (DRM) Program Manager, perform administrative, analytical and professional work to promote the planning, operation, implementation, monitoring and evaluation of Community Development Block Grant Disaster Recovery (CDBG-DR) programs and related services administered by the Department of Community Affairs (DCA). Conduct site inspections, damage assessments, and utilize cost estimating software to create scopes of work. Meet and work with the contracted consultants and home contractors to get work done as per the stated objectives and procedures. Oversee and monitor the construction process and design of the project. Monitor and inspect the construction work which is in progress to confirm that quality has not been compromised and follows the building code, contract specifications and the division policies. Provide assistance in the development and implementation of different/alternate procedures if needed which will increase performance and achieve set goals. Ensure that construction process timelines are met in accordance with the project schedule and budget. Attend project related meetings to check on the progress of the project and make changes as required. Act as a liaison on behalf of the program with building officials, zoning officers, contractors, design professionals and other state and local agencies.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of 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.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in a specialty area related to construction may be substituted for one (1) year of required experience.

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 required experience.

NOTE: Possession of a valid Professional Engineer's License issued by the State Board of Professional Engineers and Land Surveyors may be substituted for two (2) years of required experience.

NOTE: Possession of a valid New Jersey Uniform Construction Code License issued by the New Jersey Department of Community Affairs may be substituted for one (1) year of required experience.

**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 essential duties of the position.

**ADDITIONAL NOTES: SAME APPLICANTS:** 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 by the closing date indicated above. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- ☐ 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

HR23-0174

101 South Broad Street

PO Box 800

Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.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.