



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2022)

**POSTING NUMBER:** HR19-0067 **ISSUE DATE:** August 14, 2019  
**TITLE:** Construction Management Specialist 3 **CLOSING DATE:** August 28, 2019  
**DIVISION / OFFICE /UNIT:** Sandy Recovery Division **SALARY RANGE:** P25: \$64,280.29 - \$91,368.04  
**LOCATION:** 101 South Broad Street, Trenton, NJ 08625 **NUMBER OF POSITIONS:** 2

- OPEN TO:**  Department-Wide (Department of Community Affairs Employees ONLY)  
 All Departments/Agencies (State Employees with permanent status ONLY)  
 General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Under the direction of the RREM 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 DCA. 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. A Master's degree in a specialty area related to construction may be substituted for one (1) year of required experience. 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. 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. 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.

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

New Jersey Department of Community Affairs  
Office of Human Resources  
**HR19-0067**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resumes1@dca.nj.gov](mailto:resumes1@dca.nj.gov)

***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 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***