



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Construction Management Specialist 3 [Classified Competitive]			Salary P25 \$65,565.90 - \$93,195.36
Posting Number 418-20	Position Number 952560	Number of Positions 1	Posting Period * From: 11/13/2020 To: 11/27/2020
Location: 369 S. Warren St. Trenton, NJ 08625, Division Management and Administration			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position reports to the Director, Facilities Management Services and is responsible for performing the following duties as they relate to the Psychiatric Hospitals, State Medical Examiner and/or DOH Public Health Laboratories.

Develop scopes of work for minor and major construction (Capital Budget/Life Safety/Facility Operating Budget) projects related to the DOH. This includes investigating the reported issues by visiting site, identifying/discussing specifications with staff, researching technical and industry standards of repair or replacement, researching past projects, reviewing code requirements, developing cost estimation and providing other related information to assist DOH/DHS/Treasury Representatives regarding the design of construction projects.

Inspects on-going construction projects to determine quality assurance and conformance with State Uniform Construction Code, established budget, contracted deliverables, schedules, etc., and troubleshoots delays or other production issues. This includes coordinating, conducting, attending, meetings with invested parties (e.g. Treasury DPMC, DHS OPMC, DOH employees, Architects/Engineers, General Contractors and sub-contractors, etc); reviewing claims, disputes, and facilitating needed negotiations, providing guidance on the interpretation of the technical aspects of the contract, researching change orders, etc.

Initiates Consultant Reviews for facility issues related to Mechanical/Electrical Engineering, HVAC, Plumbing/Sewage, Environmental or other complaints/issues. Develops scope of work of related studies and monitors conduct of tests/inspections/activities of Consultants, including reviewing draft reports and ensuring that study objectives are addressed.

Serves as DOH Representative regarding the evaluation of Consultant, Vendor, Contractor, etc., proposals for project specifics such as Vendor experience, project cost estimation factors, project approach, project detail, and overall plan of action and provides recommendation for selection of contract awardee(s).

Researches and compiles technical construction information pertinent to the development of the DOH and DHS Capital Budget Requests.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #418-20
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*