



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	151-25	<b>ISSUE DATE:</b>	6/11/2025	<b>CLOSING DATE:</b>	6/25/2025
<b>TITLE:</b>	Construction Management Specialist 3				
<b>LOCATION:</b>	Department of Human Services Office of Property Management and Construction 222 South Warren Street Trenton, New Jersey 08625	<b>RANGE:</b>	P 25		
		<b>SALARY:</b>	\$74,534.83 - \$105,943.75		
		<b>UNIT SCOPE:</b>	K750 – Office of the Assistant Commissioner		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current NJ State employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under direction of a Construction Management Specialist 1 or other supervisory official in a State or local agency, performs the design, project control, cost estimation, contract administration, quality assurance, scheduling and control activities involved in capital construction, public works projects, or programs administered by the division; does other related duties as required.				
<b>SPECIAL NOTE:</b>	<p>This role will support the Department of Human Services Office of Property Management and Construction by identifying infrastructure needs of assigned facilities, managing construction projects from scope development through closeout, reviewing bid documents for operational impacts and safety considerations, coordinating permit compliance and inspections with authorities having jurisdiction including but not limited to Department of Community Affairs and Department of Environmental Protection, and assisting with the procurement of design and construction services - including the creation of and review of bid documents, coordinating request for information response, and evaluating technical proposals. The position will apply sound project management principles to keep projects on schedule and under budget.</p> <p>The role will also respond to emergencies, coordinating activities needed to ensure client safety and continuity of operations of Department of Human Services developmental centers and Department of Health psychiatric hospitals. The position will also assist DHS Division of Mental Health and Addiction Services with field verification of construction progress and administration of capital grant funded construction projects for community-based service providers.</p>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p>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.</p> <p>Seven (7) 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.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>Possession of a master's degree in a specialty area related to construction; and two (2) years of the above-mentioned professional experience.</p> <p><b>NOTE:</b> 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 professional experience.</p> <p><b>NOTE:</b> 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 professional experience.</p> <p><b>NOTE:</b> 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 professional experience.</p> <p><b>NOTE:</b> "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.</p>				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate				

	your residence to NJ.
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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. You will be advised if the position for which you're being considered requires drug testing and how its administered.
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
<b>TELEWORK:</b>	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:  DHS-CO.Resumes@dhs.nj.gov  You must include the Job <b>Posting #</b>, and <b>Last Name</b> in the <b>subject line</b> of your email. <b>Example: ( 123-25, Smith )</b></p>	

**New Jersey Department of Human Services is an Equal Opportunity Employer**