



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

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

<b>JOB POSTING NUMBER</b>	98-19	<b>ISSUE DATE</b>	4/11/19	<b>CLOSING DATE</b>	4/25/19
<b>TITLE</b>	Construction Management Specialist 3		<b>RANGE</b>	P25	
<b>LOCATION</b>	Division of Management and Budget 222 South Warren Street Trenton, NJ 08625		<b>SALARY</b>	\$64,280.29 - \$91,368.04	
			<b>OPEN To</b>	Current State employees	
<b>DEFINITION</b>	<p>Under direction of a Construction Management Specialist 1 or other supervisory official in a State or local agency, performs the following duties as required.</p> <ol style="list-style-type: none"> <li>1. Personally conducts regular site surveys of assigned facilities' buildings, utilities, fire alarm and suppressions systems, boilers, chillers, emergency generators, wells, wastewater treatment plans, and other infrastructures to assess overall condition, the implementation of preventive maintenance procedures, energy savings initiatives and policies, and the success or failure of those procedures and policies. Ensures that facility personnel complete the required maintenance, testing, and reporting on all systems; this includes buildings that are leased to private service providers.</li> <li>2. Performs basic oversight of facility NJDEP permit requirements for the operation of boilers, chillers, emergency generators, wastewater treatment plants, and other permitted infrastructure. Assures that permits are maintained and that permit requirements for testing and reporting are met.</li> <li>3. Makes recommendations to facility personnel to improve energy savings, preventive maintenance policies, procedures, and their implementation. Oversees implementation of these recommendations.</li> <li>4. Routinely prepares reports for the Manager that demonstrate the effectiveness of each facility's preventive maintenance programs, quantifies repair/replacement costs avoided by the implementation of the preventive maintenance program, and provides information on equipment life expectancy in order to support future capital planning.</li> <li>5. Develops good working relationships with facility staff to foster good preventive maintenance practices and a cooperative working environment.</li> <li>6. Learns to utilize various types of electronic recording and information systems including, but not limited to, the Computerized Maintenance Management Software, Microsoft Office software, etc.</li> <li>7. Supervises the establishment and maintenance of essential records, both at OPMC and at the facilities, for all of the above activities.</li> </ol>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE</b>	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.				
<b>NOTE</b>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ A Master's degree in a specialty area related to construction may be substituted for one (1) year of required experience.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> </ul>				
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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>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 NOTICE</b>					
<b>RESIDENCY</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: [DHSResumes@dhs.state.nj.us](mailto:DHSResumes@dhs.state.nj.us)

You must include the Job Posting # in the subject line of your email.

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