



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 -101-B	<b>ISSUE DATE:</b> July 15, 2024	<b>CLOSING DATE:</b> August 15, 2024
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<b>TITLE:</b> Construction Management Specialist 2	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 30802 <b>RANGE:</b> R29
<b>UNIT:</b> Code Review & Quality Control	<b>WORKWEEK:</b> N4 (40 hours)
<b>LOCATION:</b> 33 West State Street, 3rd Floor, Trenton NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57

### JOB DESCRIPTION

The State of New Jersey, Division of Property Management & Construction seeks to hire Construction Management Specialist 2 to work in their Code Review & Quality Control Unit. Under the direction of a supervisor within the Code Review & Quality Control Unit, responsible for the review of a wide range of structures including but not limited to: office buildings, laboratories, museums, warehouses, technology centers, detention facilities, schools, psychiatric facilities, State Park facilities and Department of Transportation road maintenance facilities. Stipulates design and code deficiencies and potential problems on reviews and reports, for the benefit of project managers, architects, engineers, contractors and using agency representatives. Performs research and provide technical assistance to architects and engineers in the design development of all facilities under the jurisdiction of the Division. Ensures that plans, specifications, addendum, bulletins, change orders, variations, scopes of work and shop drawings are analyzed for feasibility, viability of design, correctness of design and maintainability, in addition to code compliance as required by the UCC and conformance with the original scope of work. Performs interim and final plan reviews of plans, specifications and other documents for code, design, SOW, constructability, quality and quantity of information, details, coordination between architectural, fire, electrical, mechanical & plumbing drawings; addressing known problems that consistently re-occur during design and construction to avoid construction issues and change orders during construction. Reviews and approves multiple phase plans, specifications, addendum, scopes of work, bulletins, change orders, shop drawings (construction phase permit/code reviews) and variations.

**Plumbing/Mechanical Sub-code Official:** The ideal candidate will have a diverse and well-rounded knowledge of all building construction types and Use Groups from Class 3 to Class 1 structures, the NJ Uniform Construction Code, National Standards Plumbing Code, NJ Edition, International Fuel Gas Code, Barrier Free Sub Code, ICC/ANSI A117.1 and NJ Rehabilitation Sub Code. Ability to perform research and provide technical assistance to architects and engineers in the design development of all facilities under the jurisdiction of the Division.

**Appointee will be required to possess a plumbing/mechanical protection sub-code license and fire protection inspector license (HHS) valid in New Jersey in order to be considered.**

**Appointee 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.**

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Education & Experience:** Eight (8) 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, one (1) year of which shall have been in a supervisory capacity.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

**-OR-**

Possession of a master's degree in a specialty area related to construction; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

**Note:** Applicants must meet one of the above or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant 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 the above-mentioned non-supervisory professional experience.

**Note:** 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 non-supervisory professional experience.

**Note:** 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 non-supervisory professional experience.

**Note:** "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.

**Sub-code Licensing:** Appointee will be required to possess a plumbing/mechanical protection sub-code license and plumbing/mechanical protection inspector license (HHS) issued by the Department of Community Affairs at the time of applying.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

### IMPORTANT NOTES

**Current State Employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Non-State employee** **Provisional Appointment:** Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.

**Starting Salary:**

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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## GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 15, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2024- 101-B CMS2 Plumbing/Mechanical Sub-code" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

**Antoinette Sargent, Human Resource Officer**

*The State of New Jersey is an Equal Opportunity Employer*