



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 045 - B	<b>ISSUE DATE:</b> April 7, 2025	<b>CLOSING DATE:</b> Open Until Filled
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<b>TITLE:</b> Construction Management Specialist 2 (electrical subcode)	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Property Management and Construction	<b>TITLE CODE:</b> 30802 <b>RANGE:</b> R29
<b>UNIT:</b> Office of Design and Construction- Plan & Code Review Unit	<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 (DPMC) seeks to hire Construction Management Specialist 2 for the Office of Design and Construction to work in their Plan & Code Review Unit. The Construction Management Specialist 2 position within the Office of Design and Construction fulfills a critical role within DPMC. Under the direction of a supervisor within the Plan & Code Review Unit, the Construction Management Specialist 2 acts as the Electrical Plan Reviewer and is responsible for the review and approval of construction plans, specifications, addendums, bulletins, scopes of work, change order design revisions, shop drawings and variations, for State construction projects administered by the Division of Property Management and Construction, for electrical designs.

The candidate shall also provide design and code assistance to design managers, construction managers, code inspectors, using agency representatives, architects, engineers, and contractors on all matters pertaining to the design of State construction projects. This position performs research and provided technical assistance in the development of policies and procedures, design standards, code interpretation and all matters pertaining to electrical design of State-owned buildings.

Moreover, the candidate must possess the knowledge and abilities required to be familiar with all aspects of design and construction processes as well as ensuring that plans, specifications, addendums, bulletins, design change orders, variations, scopes of work and shop drawings are analyzed for feasibility, viability of design, correctness of design, maintainability, and code compliance as required by the UCC and conformance with the original scope of work. The candidate must have the knowledge and ability to consult with design professionals and offer advice and guidance in the design of construction projects. In addition, chairs meetings and performs field inspections/investigations as required. Performs other duties as required.

**Electrical 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; extensive experience in the field of electrical design and construction, with a strong knowledge of electrical construction methods and techniques; complete understanding of the NJ Uniform Construction Code, National Electrical Code, International Energy Conservation Code ASHRAE 90.1, ICC/ANSI A117.1, Referenced Code Standards and the NJ Rehabilitation Sub-code; and the knowledge and ability to consult with design professionals and offer advice and guidance in the design of construction projects.

**Appointee will be required to possess an electrical subcode license and an electrical inspector (HHS) license 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.

**Subcode Licensing:** Within the Department of the Treasury, Division of Property Management and Construction, appointees may be required to possess one or more of the following licenses. The appointing authority is responsible for license verification.

**Possession of a valid license as an Electrical Subcode Official issued by the New Jersey Department of Community Affairs. NOTE: Applicants must also possess a valid license as an Electrical Inspector at the high-rise and hazardous (HHS) level, issued by the New Jersey Department of Community Affairs.**

**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.



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### IMPORTANT NOTES

**Note to 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.

**Note to new appointments:** **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.

**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.

### GENERAL INFORMATION

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

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.



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## 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 as soon as possible:

- Cover letter/Letter of interest
- Resume
- Proof of certifications

Treasury Employment Recruiter

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

(Please list the "2025-045-B CMS2 Electrical Subcode" 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*