



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Descriptions

Job Title: Project Manager Date: February 11, 2025
Division: Program Operations
Reports To: Program Director
Grade Level: 17
FLSA Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐ Intern ☐

Job Summary

Under the direction of the Program Director and Deputy Program Director, the Project Manager is responsible for leading a team of technical professionals and coordinating with all internal and external stakeholders. This includes construction management consultants, design consultants, contractors, school district personnel, and members of the NJSDA project team. The Project Manager will oversee multiple complex, large-scale ground-up capital projects, each valued at approximately \$75 million or more, from the planning phase through to post-occupancy. Key responsibilities include controlling project budgets and costs, coordinating activities to swiftly resolve issues that may affect contract specifications, schedules, and budgets, and supporting established team initiatives to prevent and minimize project delays. The Project Manager will ensure that all project goals—including scope, schedule, budget, and safety—are met.

This role demands excellent negotiation, communication, and organizational skills to manage and execute multiple facets of several projects simultaneously in a deadline-driven environment, while safeguarding the financial interests of the Authority.

Please note that residency in New Jersey is a requirement for consideration for this position, in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. **Project Coordination and Management:** In partnership with team members, manage complex ground-up projects from inception to occupancy. Effectively coordinate activities of stakeholders within the NJSDA and external entities, including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, NJ Department of Education, NJ Department of Environmental Protection, and other local and state agencies.
2. **Budget Control and Cost Management:** Control project budget by reviewing and managing project costs with appropriate SDA staff. Review and recommend invoices, change orders, amendments, and claims in accordance with NJSDA operating authority and policies. Initiate value engineering sessions, cost estimate reviews, and constructability reviews.
3. **Presentation Preparation:** Assist in preparing presentations for the NJSDA Management and Board of Directors and other interested parties regarding project costs, schedules, and change order management.
4. **Issue Resolution and Scope Management:** Identify and resolve issues swiftly, ensuring projects are delivered within scope and schedule parameters while protecting the financial interests of the Authority.
5. **Stakeholder Liaison:** Act as a liaison between NJSDA and school district facilities personnel to resolve issues quickly and ensure project delivery within scope and schedule parameters, safeguarding the Authority's financial interests.

6. **Procurement and Evaluation:** Participate in the procurement of consultants and contractors in accordance with SDA policies and procedures. Coordinate the timely processing of performance evaluations for contractors and consultants.
7. **Analysis and Reporting:** Perform detailed analysis of issues, including those related to technical design, construction, real estate, or environmental matters. Draft reports that convey information to others less familiar with the issues and make recommendations based on the analysis.
8. **Information Management and Reporting:** Ensure regular and accurate updates are made in SDA information management systems, conveying important issues in a timely manner to appropriate authorities. Prepare weekly status and detailed monthly status reports, Contractor and CM Performance Evaluations, monthly Risk Management reports, lessons learned, and end-of-project debriefings.

Required Skills and Abilities

1. Outstanding written, communication, analytical and problem solving skills with demonstrated ability to comprehend and interpret proposals and regulations and prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions, and recommendations while adhering to strict deadlines.
2. Strong interpersonal, negotiation and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.
5. Proficient in the use of Microsoft Office products (Word, Excel, Power Point, etc.)
6. Proficiency in project management software (PMWeb, Procore or Kahua)

Required Education and Experience

1. Bachelor's degree in Construction Management, Civil Engineering, Architecture, or a related field.
2. Minimum of 8 years of experience in construction project management, with a focus on large-scale projects.
3. Proven track record of managing projects valued at \$50 million or more.
4. Strong knowledge of construction processes, building codes, and safety regulations.
5. Excellent leadership, communication, and organizational skills.
6. PMP or equivalent certification is preferred.
7. Ability to manage multiple projects simultaneously and work in fast paced environment

Physical Demands

Construction worksite visits requiring physical activities such as, climbing ladders and walking significant distances, etc.

Certificates and Licenses Required

Valid Drivers' License