

**Please Post**  
October 20, 2021

**NOTICE OF VACANCY**

**TITLE:** Project Coordinator Construction

**JOB STATUS:** Full time 40 hours/week

**DEPARTMENT/ DIVISION:** Department of Central and Shared Services  
Division of Facilities Management

**LOCATION:** One Spring Street  
Newton, NJ 07860

**SALARY RANGE:** \$52,221

**CLOSING DATE:** November 6, 2021

**TENTATIVE START DATE:** to be determined

**MINIMUM REQUIREMENTS:**

**EXPERIENCE:**

Four (4) years of experience coordinating, supervising, or estimating the work involved in the construction and alteration of public works facilities or other construction projects, including the preparation and /or interpretation of construction documents.

**LICENSE:**

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.

**JOB DUTIES:**

Under direction, coordinates the activities of jurisdiction or agency employees and outside private contractors who are engaged in the construction and/or alteration to existing structures and public works facilities; does other related work as required.

**RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form available at [sussex.nj.us](http://sussex.nj.us))**

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860

Fax: 973-579-0355

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.