

POSITION: Project Engineer (Civil Engineer)

REPORTS TO: Director of Solid Waste, Parks & Storm Water Mgmt.

ABOUT US / OUR MISSION: The New Jersey Sports & Exposition Authority (NJSEA) serves a dual purpose as both a steward of premier venues and an environmental leader in the Hackensack Meadowlands District.

As environmental stewards for the Hackensack Meadowlands District, we are committed to balancing development with sustainability. Our responsibilities include conducting research, carrying out restoration projects, managing wetlands, parks, and solid waste management. We are focused on recovering the region's sensitive environment and preparing for future challenges.

Additionally, as a state agency responsible for the infrastructure, safety, and security of major venues such as MetLife Stadium, American Dream Mall, and the New Meadowlands Racetrack, our mission is to support the operation of these facilities, drive development and economic growth in the surrounding areas, and oversee regional planning.

POSITION OBJECTIVES: To oversee and manage construction projects and contracts related to solid waste, landfill operations, and parks with a focus on developing technical specifications, RFP/RFQ documentation, and managing public bidding processes. Ensure compliance with regulatory standards and project timelines while contributing to the sustainable development goals of the NJSEA.

PRINCIPAL RESPONSIBILITIES:

- Develop and prepare RFPs, RFQs, and technical specifications for construction and professional service contracts
- Supports and manages the public bidding process for construction projects
- Draft and review technical documents, project specifications, and contract language to ensure clarity and completeness
- Supervise construction projects at landfills and parks, including documentation of project progress and compliance verification
- Administer and manage outside construction contracts and professional services, including change orders and payment approvals

QUALIFICATIONS REQUIRED:

- Bachelor's Degree in Civil Engineering
- A minimum of 5-years' experience in construction management
- Experience with public bidding process and document preparation and evaluation
- Strong technical writing skills with ability to develop clear and precise specifications
- Experience in project and contract administration, including change orders
- Proficiency in preparing technical documentation for regulatory compliance

- Excellent oral and written communication skills
- Knowledge of Microsoft Office
- Experience with AutoCad
- Ability to climb, traverse through rough terrain and withstand inclement weather
- Ability to work with others and contribute to team effort
- New Jersey Professional Engineer's license (PE) preferred
- Valid New Jersey driver's license

ADDITIONAL INFORMATION:

- NJ residency is required (within one year of employment).
- Employment Type – Full-Time.
- Work Schedule – On-site required with occasional travel to project sites.
- Work-life balance and great benefits.
- Starting salary will be commensurate with responsibilities, education and experience.
- Applicants must be authorized to work in the U.S.
- Salary range: \$90,000 to \$100,000 annually

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

NJSEA is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, age, marital status, disability, protected veteran status or any other status protected by federal, state or local law.