

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Posting Notice**

Civil Service Title: Administrative Construction Project Manager	Level: M1
Title Code No: 82991	Salary: \$53,373 - \$80,000
Office Title: Administrative Construction Project Manager	Work location: 1 Centre Street, New York, NY 10007
Division/Work Unit: Construction Services	Number of Positions: 1
Hours/Shift: 35 Hour/Day	
Job Description	
<p>DCAS Asset Management is the real estate arm of the City of New York, which oversees City-owned office buildings, court buildings and commercial rental properties. Additionally, Asset Management negotiates and administers City leases of private property. Acting as the real estate advisor for City agencies, Asset Management assists agencies with finding suitable and cost effective space for their operations. Through its authority to acquire real estate, Asset Management regularly works with agencies to acquire specific properties needed for City agency uses, either through purchase or lease.</p> <p>As part of an effort consolidate and maximize City owned space, DCAS has embarked on a program titled the 21st Century Civic Center plan. Under this plan, the City intends to sell three city-owned buildings; while consolidating and renovating leased and existing City-owned space. This plan is expected to bring in more than \$100 million for the City's capital budget, \$100 million in private sector tax revenue and cost savings over the next 20 years by converting public buildings to private buildings.</p> <p>We are seeking to hire an Administrative Construction Project Manager (M1) to serve as the Construction Manager in charge of the oversight of pre-construction, construction activities, and close out activities, including governmental sign-offs in relation to the Civic Center plan. The responsibilities of the position include but are not limited to:</p> <ul style="list-style-type: none"> *Directs the execution of capital construction projects for the Civic Center plan is timely and cost-effective; *Monitors contractors' day to day operations; reviews or inspects work and contract administration for compliance with plans and specifications; *Ensures the formulation and completion of punchlist items; monitors time expenditures and overtime; *Oversees work of consultant resident engineers and construction managers; *Schedules and runs job meetings; resolves differences between inspectors and contractors/vendors; *Recommends issuance of change orders to comply with changing field conditions or design errors; *Reviews and approves contractors' payments and requisitions submitted by contractors; *When designated, represents the agency head or his/her deputy in meetings with contractors and service delivery, regulatory, and oversight agencies or performs other assignments equivalent to that described herein. 	
Minimum Qualification Requirements	
<p>At least six years of full-time satisfactory experience in construction management work on capital projects, each one of which must have had a dollar value of at least \$15,000, at least eighteen months of which must have been in a managerial or consultative capacity in an organization responsible for the management of construction; and a combination of the following, sufficient to equal a total of ten years of education and experience:</p> <ol style="list-style-type: none"> a. Full-time satisfactory experience in construction inspection on capital projects, each one of which must have had a dollar value of at least \$15,000. One year of acceptable experience will be credited for each year of construction inspection experience up to a maximum of four years. b. Full-time satisfactory experience in building construction as a journeyman in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyman experience up to a maximum of four years. c. Education in an accredited college leading to a bachelor's degree in architecture, landscape architecture, or air pollution control, chemical, civil including structural and bridge design, electrical, mechanical, or sanitary engineering will be credited on the basis of 30 credits for one year of acceptable experience up to a maximum of four years. 	
To Apply:	
Please go to www.nyc.gov/careers or www.nyc.gov/ess for current NYC employees and search for Job ID#: 98829	
NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED	
Post Date: 02/21/2012	Post Until: Filled
JVN: 868-2012- 98829	

The City of New York is an Equal Opportunity Employer.