

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

Civil Service Title: Administrative Construction Project Manager	Level: M1
Title Code No: 82991	Salary: \$65,000 - \$90,000
Office Title: Clean Energy Resources Project Manager	Work location: 1 Centre Street, New York, NY 10007
Division/Work Unit: DEM	Number of Positions: 1

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Construction Project Manager to serve within DCAS Energy Management's Office of Energy Programs and Strategy as the Clean Energy Resources Program Manager. The Clean Energy Resources Program Manager will be responsible for developing and overseeing a new program to expand clean and renewable energy resources across City buildings. Specifically, s/he will be responsible for planning, scoping, procuring and implementing clean and renewable energy services for the design and installation of renewable and clean energy generation projects that reduce carbon emissions and energy costs, improve grid reliability, and enhance operational resilience and flexibility. To date, the City has initiated and implemented a variety of renewable and clean distributed projects; the role of the Clean Energy Resources Program Manager will be to build on lessons learned from past projects in order to develop a plan for expanding clean energy resources across the City's portfolio, and then implement that plan through the procurement and management of new contracts for energy development projects. For each project, the Program Manager will lead the solicitation process, coordinate evaluation and selection, oversee implementation, and develop and carry out program analyses to evaluate performance and inform planning. The individual must be versatile in directing diverse operations in support of the City's goal to reduce greenhouse gas emissions; s/he must demonstrate exemplary project and program management skills and superior communication and organizational abilities.

Responsibilities

Under the leadership of the Director of Energy Programs and Strategy, with wide latitude for the exercise of independent judgment and initiative, the Clean Energy Resources Program Manager will:

- Lead the formulation and structuring of a new program to expand clean and renewable energy resources at City buildings;
- Procure and oversee new contracts for energy development services;
- Direct construction professionals engaged in designing and implementing clean energy resource projects;
- Manage day-to-day activities of energy resource projects including coordinating across multiple stakeholders, troubleshooting issues, reviewing feasibility and design documents, conducting field visits, managing budgets, reviewing invoices, facilitating permitting, and enforcing timely completion;
- Conduct financial and strategic analyses to assess program outcomes and goal attainment and inform continued program development;
- Report on program performance and metrics, including effects on City greenhouse gas emissions, resiliency, and energy costs;
- Coordinate with other City agencies on strategic issues related to PlaNYC;
- As designated, represent the agency in meetings with contractors, service delivery, and regulatory and oversight agencies or perform other assignments equivalent to that described herein.

Minimum Qualification Requirements

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:

- 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.

A New York State license as a professional engineer or registered architect or a license as a professional engineer or registered architect from a state that has reciprocity with New York State may be substituted for the four years of education and experience described in "a", "b" and "c" above. However, all candidates must have at least six years of experience in construction management work described above, including at least eighteen months in a managerial or consultative capacity in an organization responsible for the management of construction.

Preferred Skills

- A master's degree from an accredited university in engineering, architecture, construction management, urban planning or related field;
- Three to five years of construction project management experience;
- At least two years of project management experience on renewable or clean distributed generation projects;
- Demonstrated experience with NYC codes and procedures related to permitting and interconnecting distributed electric generation projects;
- Strong written and verbal communication skills;
- Must be well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously;
- Strong analytical abilities;
- Advanced Excel skills;
- Familiarity with City of New York budget and contracting processes.
- Certified Energy Manager and/or Professional Engineer preferred.

To Apply:

For current City employees please go to www.nyc.gov/ess and log into Employee Self Service. Job ID# **153033**
NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

Post Date: 06/27/14	Post Until: 07/26/14	JVN: 868-2014-153033
----------------------------	-----------------------------	-----------------------------

The City of New York is an Equal Opportunity Employer.