

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

Civil Service Title: Administrative Construction Project Mgr	Level: M-1
Title Code No: 82991	Salary: \$65,000 - \$90,000
Office Title: Contract Manager	Work location: 1 Centre St., N.Y.
Division/Work Unit: Energy Management/Energy Efficiency Projects	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of the Long-Term Plan to Reduce Energy Consumption and Greenhouse Gas Emissions of Municipal Buildings and Operations (Long-Term Plan)—an expansion of the City's PlaNYC Energy Initiative to cut greenhouse gas emissions in City government operations 30 percent by 2017 through energy efficiency retrofits, improved operations and maintenance, clean distributed generation deployment, and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

Job Description, Construction Manager

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 Efficiency Projects as a Construction Manager for the Agency Implemented Energy Efficiency Program. The Contract Manager will be responsible for developing, implementing and administering construction programs for energy efficiency projects. The Manager's primary responsibility is to directly manage professional and technical staff, including consultants and contractors, engaged in overseeing the execution of energy efficiency capital construction, reconstruction and rehabilitation projects.

The manager will coordinate all program data collection required to ensure measurement and verification of project(s) cost, scope and schedule, energy and greenhouse gas emissions savings, project completion, and progress towards goal. The Manager will also support office financial accounting functions including tracking spending and reporting program results. The individual must be versatile in directing diverse operations and demonstrate strong project management skills.

Under the leadership of the Director of Energy Efficiency Projects, with wide latitude for the exercise of independent judgment and initiative, the Project Manager will:

- Perform difficult, responsible and complex work in the capacity of directing the execution of energy related capital construction projects for a sizable and significant portfolio in a timely and cost effective manner.
- Direct construction professionals engaged in overseeing the execution of capital construction projects.
- Exercise the full administrative and technical plans, organizes, and directs staff in the management of construction projects.
- Directs the resolution of extraordinary construction problems.
- As designated, represents the agency head or his/her deputy in meetings with contractors, service delivery, regulatory, and oversight agencies or performs other assignments equivalent to that described herein.

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.

License Requirements

Possession of a Motor Vehicle Driver License valid in the State of New York. Employees must maintain the license during their employment.

Preferred Skills

- Bachelor of Science in Mechanical Engineering, Project Management or a related field.
- Minimum of five (5) years' experience in physical plant administration, including overseeing the maintenance and repair for mechanical (HVAC) and electrical systems, and general facilities management.
- Experience in energy management program development and implementation, including the use of computerized Energy Management Systems.
- Proficient computer skills, including Microsoft applications.
- Certified Energy Manager and/or Professional Engineer preferred.
- Familiarity with relevant application of safety rules is a plus.
- Must be well-organized, detail-oriented and able to handle multiple responsibilities and deadlines simultaneously.
- Strong analytical abilities.
- Familiarity with issues pertaining to energy efficiency in existing buildings.
- Familiarity with City of New York budget and contracting processes.

To Apply:

Please go to www.nyc.gov/careers and search for Job ID # 120855
For current City employees please go to www.nyc.gov/ess and log into Employee Self Service.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 5/31/13

Post Until: 08/01/13

JVN: 868-2013-120855

The City of New York is an Equal Opportunity Employer.