

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Project Manager	Level: M2
Title Code No: 83008	Annual Salary: \$54,740 / \$59,032 - \$146,276
Office Title: Lead Cost Estimator	Work Location: 96-05 Horace Harding Expwy., Queens, NY
Division/Work Unit: Engineering Design & Construction/Estimating	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under direction, with great latitude for exercise of independent judgment or action, the selected candidate will serve as Lead Cost Estimator. Will perform highly difficult and technically complex work as an engineering specialist responsible for estimating all divisions of industrial construction and ensuring budgeting is accurate and complete. Day-to-day responsibilities will include reviewing cost estimates and budgets provided by consulting engineers for DEP planning, design and construction projects; obtaining, calculating and compiling data from plan take-offs and sub-contractor proposals and estimates, oversight of estimating software and database updates; preparing full project estimates from conceptual design through completed design; be responsible for the organization and management of a centralized cost estimating database; advise on current market conditions and standard estimating practices; and make final recommendations on construction budgets for design projects.

Qualification Requirements

A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Essential Skills

Preferred Skills: extensive experience as a construction estimator, strong organizational and time management skills, ability to prioritize daily tasks; practical knowledge of industrial construction means and methods; good business acumen and professionalism with all levels of personnel; ability to meet short deadlines; strong computer skills; and excellent written and verbal communication skills.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval.

Post Date: 3/23/2012

Post Until: 4/2/2012

JVN: 826-12-99680-EDC

The City of New York is an Equal Opportunity Employer