

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M-I
<b>Title Code No:</b> 83008	<b>Salary:</b> \$90,000-\$105,0000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Senior Electrical Engineering Design Project Manager	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Capital Policy and Development	<b>Number of Positions:</b> 1
<b>Job ID:</b> 196708	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>Under the general direction of the Director of the Engineering Unit, the selected candidate will review and manage the work of product consultants for technical accuracy, completeness, timeliness and cost effectiveness. The selected candidate is expected to possess professional experience as an Electrical Engineer in electrical power, lighting, HVAC controls, fire alarms, and security systems. The incumbent will perform design review engineering services and perform in-house design for DOC construction program. Duties will include: project scoping; design review of consultant drawings, cost estimates and specifications; site surveys and inspections; prepare project reports; condition surveys; in-house design (utilizing AutoCAD); prepare cost estimates; and provide technical expertise and support services for projects. The candidate will also interface with DOC user groups, DOC maintenance divisions, consultants, contractors and in-house design and construction units, oversights, other city agencies, DOC senior and technical staff.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and (5) 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</p> <p>2. 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</p> <p>3. 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</p>	
<b>Preferred Skills</b>	
<p>A valid new York State License as a Professional Engineer is preferred;  Professional experience in electrical discipline and familiarity in civil, mechanical, electrical, chemical or air pollution control engineering work is a plus;  Experience in heating, ventilating, air conditioning, plumbing and fire protection systems in the design and construction of commercial and institutional buildings including preparation of detailed sketches, construction documents, and reviewing/preparing cost estimates, shop drawings is a plus;  Familiarity with sustainable design concepts, NYC energy code, building and fire code compliance, IEEE and LEED requirements is preferred;  Candidates with good verbal, interpersonal, writing skills and skilled at resolving multi-discipline design and construction issues is preferred;  Proficiency in AutoCAD is a plus.</p>	
<b>Residency Requirement</b>	
New York City Residency is not required for this position.	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> search for Job ID#196708.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID#196708.</p> <p>Submission of a resume is not a guarantee that you will receive an interview.  Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 06/11/15	<b>Post Until Filled</b>