

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Engineer	Level: M-I
Title Code No: 10015	Salary: \$90,000-\$105,000 Frequency: ANNUAL
Business Title: Sr. Mechanical Construction Project Manager (HVAC)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Capital Policy and Development	Number of Positions: 1
Job ID: 196704	Hours/Shift: Day Tour
Job Description	
<p>The Department of Correction seeks very qualified construction management personnel with detailed and hands on experience in managing or supervising large commercial and or institutional construction projects, particularly in the installation of mechanical/HVAC systems. Candidates must have excellent administrative skills with a proven record of accomplishment. Must be committed, diligent, work well in a team environment and predisposed to problem solving to accomplish full project completion. Under the general direction of the Director of the Construction Management Unit, the candidate recruited will manage projects and site installations on contracts administered by DOC to achieve proper installation, quality workmanship and timely completion and satisfactory closeout of the projects. He/she will be fully responsible for managing complex mechanical/HVAC or other construction projects from kickoff to closeout. Candidates must display superior knowledge in construction management of plumbing systems, fire life safety, HVAC and mechanical installations with a proven record of successfully and effectively managing, supervising or inspecting these installations. Among other duties, the person selected will manage submissions; schedule and run job meetings; ensure that contractors obtain required permits and approvals; approve contractors' coordinated schedule and track progress; identify problems with installations or quality and seek appropriate resolution; maintain contract files and written record of job progress; ensure the formulation then completion of punchlist; and effectively manage project completion and closeout, including obtaining filing and distributing all closeout documents.</p>	
Minimum Qualification Requirements	
<p>A valid New York State License as a Professional Engineer is required. In addition, candidates must have (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been an administrative engineer.</p>	
Preferred Skills	
<p>A relevant bachelor's degree, a minimum of ten (10) years of effective experience in supervising or inspecting installations in commercial or institutional buildings, a sound understanding of applicable codes and installation practices, good communication and written skills is preferred.</p>	
Residency Requirement	
<p>New York City Residency is not required for this position.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess search for Job ID#196704.</p> <p>For all other applicants: Go to www.nyc.gov/careers and search for Job ID#196704.</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>	
Posting Date: 06/11/15	Post Until Filled

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