

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

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> MI
<b>Title Code No:</b> 83008	<b>Salary:</b> \$95,000.00/\$95,000.00-\$105,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Senior Construction Management Project Manager (Electrical)	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Capital Policy & Development	<b>Number of Positions:</b> 1
<b>Job ID:</b> 177892	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The Department of Correction seeks very qualified construction management personnel with detailed and hands on experience in managing or supervising construction projects, particularly in the installation of electrical trade, power distribution, lighting, emergency power, fire alarm, prison security systems, and HVAC control 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. The candidates recruited will manage projects and site installations on contracts administered by DOC to achieve quality workmanship, timely completion and satisfactory closeout of the projects. He/she will be fully responsible for managing complex electrical trade work, lighting, power, prison security systems, and HVAC control systems, fire alarm or other construction projects from kickoff to closeout. Candidates must display superior knowledge in institutional buildings electrical trade, electrical engineering installation or possess excellent administrative skills in construction management. Among other duties, the person selected will manage submissions, schedule and run job meetings, ensure that contractors obtain required permits and approvals; approve contractor's 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>	
<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 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>Experience in civil, mechanical, electrical, chemical or air pollution control engineering work. 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 a plus.</p>	
<b>Residency Requirement</b>	
New York City Residency is not required for this position	
<b>To Apply</b>	
<p><b>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#177892</b></p> <p><b>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#177892</b></p> <p><b>Attention: Floretha Bryant</b>  <b>Submission of a resume is not a guarantee that you will receive an interview.</b>  <b>Only those candidates under consideration will be contacted.</b></p>	
<b>Posting Date:</b> 12/09/2014	<b>Post Until:</b> 12/23/2014

**The City of New York is an Equal Opportunity Employer**