

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Project Manager	Level: MI
Title Code No: 83008	Salary: \$95,000.00/\$95,000.00-\$105,000.00 Frequency: ANNUAL
Business Title: Senior Construction Management Project Manager (Mechanical)	Work Location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Capital Policy & Development	Number of Positions: 1
Job ID: 177910	Hours/Shift: Day Tour
Job Description 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 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. 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 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 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.	
Minimum Qualification Requirements 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 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 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.	
Preferred Skills A valid New York State License as a Professional Engineer is preferred. Experience in civil, mechanical, electrical, chemical or air pollution control engineering work a plus. 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.	
Residency Requirement New York City Residency is not required for this position.	
To Apply For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#177910 For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#177910 Attention: Floretha Bryant Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.	
Posting Date: 12/09/2014	Post Until: 12/23/2014

The City of New York is an Equal Opportunity Employer