City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Project Manager	**Level:** MI
Title Code No: 83008	**Salary:** $80,000.00/$80,000.00-$105,000.00 **Frequency: ANNUAL**
Business Title: Senior Engineering Design Project Manager-HVAC & Mechanical	**Work Location:** 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Capital Policy & Development	**Number of Positions:** 1
Job ID: 177875	**Hours/Shift:** Day Tour

Job Description

Under the general direction of the Director of the Engineering Unit, the selected candidate will review and manage the work product of consultants for technical accuracy, completeness, timeliness and cost effectiveness. The selected candidate shall be a Mechanical Engineer experienced in heating, ventilating, air conditioning, plumbing and fire protection. The candidate will perform design review engineering services and perform in-house design for DOC's construction program. Duties will include: project scoping; design review of consultant drawings and specifications; site surveys and inspections; prepare project reports; condition surveys; in-house design (utilizing AutoCAD); and provide technical expertise and support services for projects. The candidate will 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.

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; 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 shop drawings is a plus. Familiarity with Sustainable Design concepts, NYC Energy Code, Building & Fire Code compliance, ASHRAE 90.1, and LEED requirements. Candidates with good interpersonal, verbal and writing skills, and skilled at resolving multi-discipline design and construction issues is preferred. Proficiency in AutoCAD is a plus.

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#177875

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#177875
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