

City of New York
DEPARTMENT OF SANITATION
Job Vacancy Notice

Civil Service Title: SUPERVISOR OF MECHANICAL INSTALLATIONS & MAINTENANCE	Level: II	
Title Code No: 34221	Salary: \$57,129 - \$82,737	
Office Title:	Work location: Manhattan	
Division/Work Unit: Bureau of Administration/Engineering Audit Office	Number of Positions: 1	
Hours/Shift:		
Job Description		
<p>The Supervisor of Mechanical Installation & Maintenance conducts an independent review and audit of the payments, including evaluation of change orders related to large and complex nature of plumbing and mechanical/ HVAC construction of the multimillion dollars Capital Contracts carried out by the Department. Responsibilities will include but not be limited to; field verification of the installation, maintenance and repair of the mechanical equipment and system as well as electrical equipment and system, field verification of the construction work in compliance with the contract plans & specifications for the purpose of the audits and approval of the payments ascertaining that the City, State & Federal rules, regulations and safety standards are adhere to in accordance with the requirements of PPB (Procurement Policy Board) rules, Administrative Code, the City Charter pertaining to the Engineering Audit function; the final inspection of the contract work for the purpose of the approval of the substantial and final payments, an independent quantity take-off & cost estimates for the approval of Contractors payments & change orders, preparation of audit reports; maintain and coordinate price library with current market cost variations, review and audit of General Expense and Export contracts. The candidate must be able to understand the contract plans related to the plumbing & mechanical/ HVAC equipment installation and specifications for large and complex nature of the construction projects carried out by the Department.</p>		
Qualification Requirements		
<p>A four-year high school diploma or its educational equivalent, and one of the following:</p> <ol style="list-style-type: none"> Four years of full-time satisfactory experience in the installation, repair and/or inspection of mechanical equipment in the areas of heating, ventilation, air conditioning, elevators, and/or plumbing in buildings, facilities, structures and grounds, at least two years of which must have been experience in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet; or A satisfactory combination of education and experience that is equivalent to the four years of experience required in "1" above. College education leading to a baccalaureate degree in engineering or engineering technology may be substituted for the required experience in "1" above on the basis of 5 semester credits for two months of experience. However, to qualify candidates must have at least two years of the required experience as described in "1" above in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet. <p>Notes:</p> <ol style="list-style-type: none"> Experience which is primarily of a janitorial, tenant relations or rent collection nature, or as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements. To be assigned to Assignment Level II, personnel must have one additional year of satisfactory full-time experience in the installation and inspection of mechanical and electrical equipment for a total of five years experience. One additional year of the above experience is required for assignment to AL III for a total of six years of experience. To be assigned to AL IV an additional year of satisfactory full-time experience as described above is required for a total of seven years of satisfactory experience. <p>License Requirements: A Motor Vehicle Driver's License valid in the State of New York is required for appointment to positions in certain agencies. This license must be maintained for the duration of employment.</p>		
Preferred Skills		
<ol style="list-style-type: none"> Three years of full-time satisfactory municipal work experience related to the work responsibilities described under Job Description above is preferred. Knowledge of computer programs including Microsoft Word, Excel, etc helpful. 		
TO APPLY, PLEASE SUBMIT RESUME WITH COVER LETTER TO:		
Mr. Harshad Shah, P.E. NYC Department of Sanitation Engineering Audit Office 44 Beaver Street, Room # 301 New York, NY 10004		
Special Note: Only employees selected for interview will be contacted. No telephone inquires please.		
Post Date: 11/13/09	Post Until: 11/26/09	JVN: 827-2010-006870