



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

## Environmental Protection

**Job ID:** 169581 **# of Positions:** 1  
**Business Title:** SJO Lead  
**Civil Service Title:** ADMINISTRATIVE ENGINEER  
**Title Code No:** 10015 **Level:** M1  
**Proposed Salary Range:** \$ 49,492.00 - \$136,198.00 (Annual)  
**Work Location:** 250 Broadway, N.Y.  
**Division/Work Unit:** Sandy Housing Rehab

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### Job Description

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

Under the direction of the Senior Program Manager, Construction & Inspections, the Supplemental Job Order (SJO) Manager will be responsible for managing a team dedicated to the review and approval of SJOs. This includes management of contractors and coordination with vendors as necessary. The selected candidate will:

- Managing a team of SJO Estimators and Data Entry staff responsible for reviewing and processing all contractor submitted SJOs, including:
  - o Creating SJO residential construction scopes in Xactimate
  - o Data entry of line items into the programs CMS system
  - o Archiving and storing documents when required
  - o Monitoring incoming SJOs and assigning them for review and approval
  - o Monitoring review time to adhere to contractual requirements
- Regularly assess SJO operations to determine ways to streamline the process and remove roadblocks for approvals
- Provide quality review on SJOs to ensure data and documents are being archived in CMS appropriately
- Corresponds with contractors and design teams to obtain additional information when required
- Provides as requested reports to supervisors at HRO
- Review of vendor invoicing when SJO related items are billed to ensure accuracy
- Any other related tasks as assigned by program leadership

### Minimum Qual Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (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 as an administrative engineer.

### Preferred Skills

1. Demonstrated proficiency in utilizing Xactimate estimating software to develop construction cost estimates
2. Knowledge of Project Management, Design and Construction fundamentals as it pertains to residential home construction
3. Ability to effectively communicate and deal with engineers, inspectors, consultants, contractors, vendors, other agencies and the public.
4. Proficiency in oral and written communication skills

### Additional Information

\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\*

### To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

**Residency Requirement**

New York City Residency is not required for this position

**POSTING** 09/25/2014  
**DATE:**

**POST UNTIL:** 10/08/2014