



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 169803 **# of Positions:** 1
Business Title: Assistant Director, Preconstruction & Rehabilitation
Civil Service Title: ADMINISTRATIVE PROJECT MANAGER
Title Code No: 83008 **Level:** M1
Proposed Salary Range: \$ 49,492.00 - \$136,198.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

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

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.

The Assistant Director of Preconstruction and Rehabilitation will work with the technical services team to help administer 12 construction contracts with work throughout the city. They will work with the Director of Preconstruction and Rehabilitation on vendor management, schedule management, and risk management. Responsibilities may include, but are not limited to, the following:

- Provide direction and leadership to vendors and staff on program policies, standards, operations
- Maintain a field presence at Design Consultations, construction sites and inspections
- Monitor construction activity and schedule
- Assess and evaluate risks, providing adequate risk management solutions
- Work with contract managers to monitor budgets of all vendors and contractors
- Monitor compliance of Pre-Con/Repair teams with policies and SOPs
- Work with program IT team to develop IT solutions to carry out business processes
- Would prefer to have someone with experience on a CDBG-DR program

The Assistant Director shall perform related, similar, or other logical duties as may be determined by the Director.

Minimum Qual 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

- Minimum of 6-10 years of program management or community coordination experience
- Bachelor's degree in management, government, or public policy preferred
- Experience working with client management or other tracking software
- Excellent communication, organizational, and managerial skills
- Disaster recovery and/or construction experience is preferred
- Valid Driver's License.

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

Work Location

****This position is based at 250 Broadway, New York, NY 10007 but, will require traveling within the 5 boroughs. ****

Residency Requirement

New York City Residency is not required for this position

**POSTING 10/01/2014
DATE:**

POST UNTIL: 10/12/2014