



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 179861 **# of Positions:** 1
Business Title: Associate Project Manager
Civil Service Title: ASSOCIATE PROJECT MANAGER
Title Code No: 22427 **Level:** 01
Proposed Salary Range: \$ 59,743.00 - \$ 86,523.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy Housing Rehab

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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 selected candidate will work with a Sr. Project Manager to supervise and execute a set of job order contracts with a construction firm. The candidate will report to various Housing Recovery locations to ensure that each construction project is fulfilled in a satisfactory manner. The position will entail:

- Assist with management of the contractor
- Conduct field visits and monitoring as required.
- Interact with homeowners and ensure work is being carried out per program requirements and homeowner selections.
- Review contractor invoicing, as needed.
- May be required to coordinate construction/rehabilitation of homes with unique planning challenges.
- Shall perform related, similar, or other logical duties as may be determined by the Director.

Minimum Qual Requirements

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) a Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect, or Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

4. In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.
5. In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project.

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

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

250 Broadway, N.Y.

Residency Requirement

New York City Residency is not required for this position

POSTING 01/05/2015
DATE:

POST UNTIL: 01/19/2015