



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID:	193524	# of Positions:	3
Business Title:	Design Project Manager		
Civil Service Title:	ASSOCIATE QUALITY ASSURANCE SP		
Title Code No:	34190	Level:	00
Proposed Salary Range:	\$ 53,198.00 - \$ 74,194.00 (Annual)		
Work Location:	250 Broadway, N.Y.		
Division/Work Unit:	Sandy Housing Rehab		

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

HRO seeks talented people to assist coastal communities in New York City area in their recovery from Hurricane Sandy. These positions pose extraordinary opportunities for creative, pragmatic, experienced individuals to improve the lives of thousands of New Yorkers. This position offers opportunities to serve as the public face of the projects and offer exceptional degrees of interface with homeowners, as well as contractors.

The Lead Design Specialist is responsible for the creation of a scope of work for projects assigned by the Program Supervisor, with particular focus on rehabilitation and resilience of 1-4 family homes. S/He contributes to the overall success of the projects by researching and applying best practices, mentoring junior staff, and reviewing their work products. Lead Design Specialist work is computer-based; the LDS must be highly computer literate, able to master new software quickly, and agile with drafting software.

- Responsible for administration and execution of design and documentation of assigned projects. Develops and demonstrates thorough understanding of project workflow, relationships, tools, and procedures, and communicates such consistently with HRO team.
- Ensures the quality and timeliness of all work products and maintains homeowner rapport and satisfaction.
- Assists the HRO managers in defining the scope of work, and reviewing or writing contracts with clients for design services.
 - o Performs site visits to Sandy-damaged property to document damage and develop job order
 - o Maintains project logs, notebooks, digital files and maintains solid records, including accurate detailed timesheets.
 - o Arranges quality assurance reviews at appropriate stages in the development of the design and construction documents.
- Conducts day-to-day communications with HRO management and consultants, and government agencies as required to advance projects towards construction and eventual occupancy.
- Ensures consistency of the program, design documents; mentors staff members in techniques of analyzing existing conditions, current and proposed building systems and design details; directs any value engineering or cost reduction activities required.
- Makes detailed review of final drawings and Job Order Contracts or Work Orders. Reviews drawings for conformance with project requirements for timely performance of home visit documentation, and quality control.
- Manage project milestones to ensure timely completion of work.
- Utilizing AutoCAD and other software programs, ensure project completeness and compliance with Agency goals such as high quality design, sustainability and durability as well as cost reasonableness.
- Demonstrates command of building codes.
- Oversees production schedule compliance.

Minimum Qual Requirements

1. 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 satisfactory full-time experience, purchasing or inspecting supplies, materials and/or products such as: paints, linoleum, hose, sand, brick, wire, shades, hardware and tools; plumbing, electrical machine shop, building and cleaning supplies; furnishings and furniture; lumber and wood related products; metals; equipment; foods, drugs, and chemicals; fuel; textiles; printing, stationery and other sundry items. At least one year of this experience must have been in a supervisory capacity; or
2. An associate degree from an accredited college, plus four years of satisfactory full time experience as described in "1" above, at least one year of which must have been in a supervisory capacity; or
3. A baccalaureate degree from an accredited college, plus two years of satisfactory full-time satisfactory

experience as described in "1" above, at least one year of which must have been in a supervisory capacity; or

4. A satisfactory combination of education and/or experience equivalent to '1", "2" or "3" above. Undergraduate college credit may be substituted for experience on the basis of 45 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma or its educational equivalent and at least two years of satisfactory full-time experience as described in "1" above, at least one year of which must have been in a supervisory capacity.

Preferred Skills

- Proven ability to meet deadlines.
- Strong computer literacy. Demonstrated knowledge of Windows operating systems and use of online resources, such as file sharing sites, web meetings, and efficiency tools.
- Advanced skills in Microsoft Office programs, and ability to test and use other specialized software.
- Knowledge of Xactimate software is a plus.
- Demonstrated technical knowledge of building codes, wood construction detailing.
- Knowledge and understanding of New York City Building Codes and how to utilize the code in the field.
- Knowledge and understanding of International Residential Codes and how to utilize the code in the field.
- Knowledge and understanding of HUD and EPA Standards concerning Lead Based Paint, Asbestos, and Mold remediation.
- Able to read and understand how to integrate environmental hazards identified into a detailed scope of work.
- Demonstrated ability to resolve design issues.
- Driver license valid in New York State.

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 generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING 05/14/2015
DATE:

POST UNTIL: 05/28/2015