

City of New York

NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION

Citywide Job Posting Notice

Job ID: 710273	Salary: \$60,443 - \$140,250
Business Title: Project Executive	Division/Work Unit: Office of The Commissioner/ Borough Based Jails (BBJ) Program

Job Description

Hours: Full-Time Positions – 35 Hours

Work Location: 777 3<sup>rd</sup> Avenue, Manhattan, NY 10017

The NYC Department of Design and Construction, Borough Based Jails (BBJ) Program, seeks a Project Executive (Design). The selected candidate will oversee design management for a multi-billion-dollar Design-Build program, including planning, scheduling, cost, design, and construction administration. The Project Executive will be responsible for management of all aspects of design and construction administration related to the City's BBJ program, including oversight of the Program Management Consultant. In addition, the candidate will be responsible for overseeing the development and execution of strategies to facilitate implementation and efficiently expedite this high-profile program through the various regulatory agencies, in close collaboration with several Sponsor Agencies and project stakeholders; reviewing and implementing research and development initiatives, including development of design/construction documentation/specification, vendor and Design-Builder payment processing; developing strategies for stakeholder communication which include social media, on-site mock-ups, media updates, work structure and community planning. The candidate will update the BBJ team on all project-related updates and issues; and liaise with sponsor agencies and all project stakeholders to review design, contract procurement, community concerns, and construction-related issues; manage a team consisting of engineers, architects, design-builders, project management consulting and administrative personnel; and participate in various agency task forces relating to relevant initiatives.

*Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees for visa applications, extensions or status changes, including STEM/OPT visas. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.*

All interested applicants, including City Employees: Please email your cover letter and resume to [DDCEngineering@ddc.nyc.gov](mailto:DDCEngineering@ddc.nyc.gov).

Minimum Qualification Requirements

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

Preferred Skills

Preference will be given to candidates with at least ten years of experience in management, project management, administration, and/or supervisory work. Candidates must have excellent verbal and written skills, and knowledge of the City's infrastructure and public buildings systems.

Residency Requirement

New York City Residency is not required for this position.

Public Service Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.