

City of New York
NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Job ID: 693285/ 692871	Salary: \$76,262 - \$96,621
Business Title: Senior Project Manager	Division/Work Unit: Public Buildings – Various units

Job Description

Hours: Full-Time – 35 Hours

Work Location: 30-30 Thomson Avenue, LIC, NY 11101

The NYC Department of Design and Construction, Public Buildings Division seek Senior Project Managers. The selected candidates will manage complex capital commitment projects; review proposed projects to determine how and when the work should be performed; work with Sponsor Agencies from project inception to ensure an understanding of each project's scope and vision; and oversee each project from conception to the construction completion and close-out of the finished structure. Reporting to the Deputy/Program Director, other key responsibilities include but are not limited to: generating cost estimates to determine the price at which the project should be bid; developing deliverable dates to determine schedules that should be adhered to in order to finish assigned projects in a timely, cost-effective manner; supervise, coordinate, and direct project's design, construction management and construction staff; resolve construction or design issues; and negotiate with contractors and vendors. In addition, the selected candidates will process and review change orders and project estimates; ensure that all safety precautions are adhered to, and work is completed on schedule; generate reports; attend meetings; oversee contractor's performance; and supervise, coordinate and direct Project Managers and Junior Project Managers.

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.

Minimum Qualification 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 or university in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, city planning, transportation planning, 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; plus, 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; or
2. A four-year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent plus any combination of college or university 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 or university education leading to a bachelor's degree from an accredited college or university in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, city planning, transportation planning, business administration, or public

administration; (b) a Master's degree from an accredited college or university in one of the disciplines described in "1" above; (c) a Juris Doctor degree, or (d) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect. Where experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

OR

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 six years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the seven years of the required experience; or
2. One year of the experience as described in "1" above and a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
3. One year of the experience as described in "1" above and a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and a combination of at least two years of experience as described in "1" above and the education as described in "2" above to equal a total of seven years of education and experience. Matriculation in an undergraduate college degree program as described in "2" above may be substituted for experience on the basis of 30 semester credits for one year of satisfactory full-time experience up to a maximum of three years of experience.

Note: Candidates must specify for each construction project they worked on: a description of the construction project, the time period they worked on the construction project, and the type of work they performed. Candidates must also specify the money allotted for the project.

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Preferred Skills

Candidates should possess excellent organizational, verbal, and written skills, with the ability to multi-task various projects. Proficiency in Microsoft Office, Bluebeam, and AutoCAD is preferred.

Additional Information

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. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Residency Requirement

New York City Residency is not required for this position.

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.

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/>.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID# listed above. For all other applicants, please go to <http://www.nyc.gov/jobs>, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID# listed above. Do not e-mail, mail, or fax your resume to DDC directly. No phone

calls will be accepted.

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.