



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

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| Job ID: 692898 | Salary: \$76,262 / \$87,701 - \$94,146 |
| Business Title: Senior Project Manager | Division/Work Unit: Safety & Site Support / Land Surveying – Project Management |

Job Description

Hours: Full-Time - 35 Hours
Work Location: 30-30 Thomson Avenue, LIC, NY 11101

The NYC Department of Design and Construction, Division of Safety & Site Support, seeks a Senior Project Manager for the Office of Land Surveying (OLS). The selected candidate will report to the Assistant Chief and will be responsible for the field land surveying component of DDC Infrastructure and Public Buildings capital construction projects by managing the numerous requirements contracts for professional land surveying services. The selected candidate will be responsible for review of capital project work scope, monitoring field surveying assignments and progress, schedule development, preparation and review of payments, and various technical aspects related to construction project management and delivery. The candidate will also be responsible for monthly meetings with consultants to ensure all project-related tasks are progressing as per project task schedule and cost; address any potential delays diligently; and assist the Assistant Chief with complex tasks. Other key responsibilities will include preparing various reports, inter-agency coordination, monitoring key performance indicators with a focus on continuous improvement and preparing periodic capital projects status reports for Senior Management.

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

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 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 five 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 five 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.

5. For Assignment to Level II, In addition to meeting the "Qualification Requirements" above, candidates must have one additional year of satisfactory full-time experience working in Assignment Level I; or one additional year of satisfactory full-time experience as described in "1" above.

6. For Assignment to Level III, in addition to meeting the Qualification Requirements for Construction Project Manager, candidates must have two additional years of satisfactory full-time experience working in Construction Project Manager Assignment Level I and II; or two additional years of satisfactory full-time experience as described in question "1" above and possess a motor vehicle driver license valid in the State of New York which must be maintained for the duration of employment noting that if you have moving violations, license suspension or an accident record, you may be disqualified.

Preferred Skills

Candidate should possess the ability to work collaboratively with others and perform detailed work under time sensitive deadlines. Prior experience with contract management and land surveying. Strong analytical, verbal, written, and computer skills are required.

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/pslfr/>.

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.