

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Associate Project Manager-III</u>	Salary:	<u>\$101,423* - (non-city minimum)</u> <u>\$116,637** - (City minimum)</u>
Title Code:	<u>22427</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Design & Construction Project Manager</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Community Services/ Program Facilities Design & Construction Management</u>			

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Associate Project Manager or have taken the most recent Associate Project Manager civil service exam and be reachable for appointment from the resulting list.

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.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Program Facilities Design and Construction (PFDCM) unit is a team of architects and engineers playing a key roles in monitoring code compliance and administrating design and construction projects to ensure health and life safety at the NYC Aging's 320 older adult community centers throughout the City. Managing City-owned and City-leased sites occupied by NYC Aging programs. Managing design and construction projects funded by Capital, Expense and Federal Community Development Block Grants (CDBG).

Provides technical assistance for site compliance with NYC Department of Buildings and Fire Department of NY and assists programs in identifying suitable relocation sites.

The Program Facilities Design and Construction Unit seeks a highly motivated, organized, and detail-oriented individual with excellent knowledge of NYC Zoning, Buildings and Fire Codes to serve as an Associate Project Manager. The Associate Project Manager duties and responsibilities include but are not limited to:

- Manage various Capital and Expense funded projects from project initiation through completion of design, construction, and final sign-offs.
- Provide analysis of Building and Fire code compliance, establishing timelines, analyzing budgets and invoices, coordination of consultants, negotiation of change orders, and completion of final sign-offs.
- Monitor work of consultants architects/engineers ensuring contract compliance, timeliness, and budget.
- Demonstrate effective communication skills and professional judgment in the decision process to evaluate bids, move projects, meet schedules, and achieve client needs.
- Attend all project meetings and tracking design and construction progress.
- Perform site surveys for existing and new sites in terms of Zoning, Buildings and Fire codes, HVAC, Certificate of Occupancy, Place of Assembly, and Americans with Disabilities Act. Preparing technical reports, architectural CAD drawings, and cost estimates.
- Demonstrate project management skills regarding upgrades and compliance projects on NYC Aging owned community centers.
- Monitor conditions and compliance for City owned and leased sites. Prepare scope of work and obtain bids for upgrades at these sites.
- Maintain detailed and organized project records and effective communication with all parties.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

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; 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.

Qualification Requirements (continued)

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

Preferred Skills:

- NYS Architect's License and Registration preferred.
- Five plus years of full time professional experience preferred.
- Preferred candidate should possess skills in AutoCAD.
- Excellent Microsoft Office Skills (PowerPoint, Photoshop, MS Excel and MS Word) a plus.
- Preferred candidate should possess excellent communication skills (oral and written).

NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #705526

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #705526

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: **April 24, 2025**

Post Until: **Filled**

JVN No. **125-25-33 CW**