

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Architect (M-II)</u>	Salary:	<u>\$95,000 - \$110,000</u>
Title Code:	<u>10004</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Deputy Director, Program Facilities Design & Construction Management</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/ Interagency Collaboration & Innovation</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 Administrative Architect or have taken the most recent Administrative Architect 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 current or 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 1.775 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 Deputy Director of the Program Facilities Design and Construction Management Work includes but is not limited to the following:

Deputy Director/Supervisor Functions:

- Work in collaboration with the Senior Director to plan and oversee the Capital and expense planning and administration of the Program Facilities Design and Construction Management unit. In the absence of the Director assume that role.
- Provide technical assistance to Unit Project Managers in the oversight of 320+ older adult centers operated under contract with NYC Aging.
- Work in collaboration with Project Managers to establish systems to monitor landlord compliance with City leases in terms of code and senior safety and to ensure there are no outstanding violations at any City owned or City leased centers.
- Work in collaboration with Project Managers to help them manage City Capital and expense funded design and construction projects from initial development of scope, preparation of bid documents, and registration of funds.

Project Management Functions:

- Manage City Capital and expense funded design and construction projects from initial development of scope, preparation of bid documents, and registration of funds. Ensuring Building code compliance; establish timelines; analyze bids, payrolls, and invoices as required to compete project.
- Coordinate with consultants and contractors to negotiate change orders and ensure final sign offs are obtained.

- Coordinate and provide review comments on architect/engineering submissions at preliminary, 50% and final stages to ensure center needs are met, codes are complied with, and work is constructible.
- Perform site surveys and feasibility studies for existing and new sites in terms of space, Zoning, Buildings and Fire codes, HVAC, Place of Assembly and American with Disabilities Act requirements.
- Prepare technical reports, architectural CAD drawings for schematic layouts, and cost estimates.
- Serve as liaison with other agencies, departments, architects, engineers, contractors, and not-for-profit community service providers.
- Process lease renewal documentation and monitor lease renewal process and monitor landlord construction.
- Prepare ULURPs and provide testimony for public hearings.
- Specify space, code and equipment requirements and develop scopes of work.
- Work in collaboration with the Unit Director to develop and maintain systems for assessing facilities conditions, managing construction projects, and tacking code compliance at older adult centers.
- Work in collaboration with Project Managers to prepare the Citywide Statement of Needs, Real Property Verification, Office of Energy Conservation Annual Reports and other reports as needed.

Work in collaboration with Unit members to maintain the PFDCM Site Database.

Minimum Qualifications:

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:

- Selected candidate should possess excellent computer skills in AutoCAD.
- Proficiency in Microsoft Office (Excel and Word) a plus.
- Excellent oral and written communication skills.
- Selected candidate should be a self starter and detailed oriented individual.
- Excellent interpersonal skills & communication skills a plus.

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 # 596441

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 596441

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

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.

Posting Date: December 12, 2023	Post Until: Filled	JVN No. 125-24-34 CW
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