

Civil Service Title: Associate Project Manager
Title Code No: 22427
Office Title: Resident Engineer

Level: I
Salary: \$60,000 - \$69,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 6

MAJOR RESPONSIBILITIES

- Under general position, perform construction management work on routine reconstruction and oversee new construction projects involving varying levels of complexity for the Capital Projects division.
- Review, approve and/or recommend change orders on routine, new or major reconstruction projects.
- Ensure that contractors adhere to plans and specifications. Identify and resolve field condition issues.
- Write daily and weekly construction project reports and keep calculation books. Prepare cost projections.
- Correspond with contractors and clarify construction issues. Review and approve contractors' payment requisitions.
- Schedule and run meetings. Maintain accurate records and write reports.
- Assist in the monitoring of various contract administrative requirements (e.g., Minority/Women Business Enterprise goals, Project Labor Agreements, Damages for Delay programs).
- Work with Architects or Engineers of record regarding change orders, shop drawing approvals, and other architectural and engineering related issues.
- Review and research contractors' dispute claims, and advise Borough Directors on solutions.

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 in engineering, architecture, landscape architecture, 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 education and/or experience described in "1" above to make up equivalent of five years education and experience. One year of experience credit will be given for: (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, business administration, or public administration; (b) a Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect.

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

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

Preferred applicants must have filed for the upcoming Associate Project Manager civil service exam (No. 5013 or No. 5524) or are currently serving in the title permanently.

1. Bachelor of Science degree in Civil Engineering or Structural Engineering.
2. Excellent communication and organizational skills.
3. Knowledge of Microsoft Word, Excel and PowerPoint, PhotoShop and 3D rendering.
4. Driver license valid in New York State.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 189433**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 189433**

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POST DATE: 04/03/15	POST UNTIL: FILLED	Job ID#: 189433
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*Applicants who are interviewed and not selected for this position may reapply for consideration after six months from the date of the interview.