

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Construction Project Manager	<b>Level:</b> M1
<b>Title Code No:</b> 82991	<b>Salary:</b> \$53,051.00/\$57,210.00-\$145991.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Assistant Director, Design and Construction	<b>Work location:</b> 101-77 Farragut Road, Bklyn, NY
<b>Division/Work Unit:</b> Administration/Maintenance Repair and Capital Construction	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3178 <b>POSITION:#</b> 410

**Job Description**

The Department of Homeless Services is comprised of 2,000 employees and with an annual operating budget of approximately \$1 billion. DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As we further this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter as quickly as possible. Collaborating with other public agencies and not-for-profit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness and assist New Yorkers to transition from shelter into appropriate permanent housing.

DHS seeks an Administrative Construction Project Manager to help oversee the capital program for the Department of Homeless Services.

- Perform responsible work in the capacity of directing the execution of capital design and construction projects for a sizable and significant portfolio in a timely and cost effective manner.
- Oversee, communicate, and coordinate the design and implementation of capital projects that will be managed either by the Department of Design and Construction or internally by the Department of Homeless Services.
- Manage the development and production of reports to help the Department measure and report on the effectiveness of our capital projects. This will include, but not be limited to creating and monitoring project schedules, and determining the various milestones associated with each project.
- As designated, represents the agency in meetings with different city agencies, consultants, and contractors involved in the development of energy efficiency projects.
- Aid in the preparation of planning and budgeting for the long term capitally funded needs of the City's shelter system.

**Qualification Requirements**

At least six years of full-time satisfactory experience in construction management work on capital projects, each one of which must have had a dollar value of at least \$15,000, at least eighteen months of which must have been in a managerial or consultative capacity in an organization responsible for the management of construction; and a combination of the following, sufficient to equal a total of ten years of education and experience:

- A. Full-time satisfactory experience in construction inspection on capital projects, each one of which must have had a dollar value of at least \$15,000. One year of acceptable experience will be credited for each year of construction inspection experience up to a maximum of four years.
- B. Full-time satisfactory experience in building construction as a journeyman in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyman experience up to a maximum of four years.
- C. Education in an accredited college leading to a bachelor's degree in architecture, landscape architecture, or air pollution control, chemical, civil including structural and bridge design, electrical, mechanical, or sanitary engineering will be credited on the basis of 30 credits for one year of acceptable experience up to a maximum of four years.

A New York State license as a professional engineer or registered architect or a license as a professional engineer or registered architect from a state that has reciprocity with New York State may be substituted for the four years of education and experience described in "a", "b", "c" above. However, all candidates must have at least six years of experience in construction management work described above, including at least eighteen months in a managerial or consultative capacity in an organization responsible for the management of construction.

Possession of a Motor Vehicle Driver License valid in the State of New York. Employees must maintain the license during their employment.

### Preferred Skills

Ability to manage program operations and budget

Strong written and verbal communication skills

Must be well-organized, detail-oriented and able to handle multiple responsibilities and deadlines simultaneously

Strong analytical and problem-solving skills

Familiarity with City of New York budget and contracting processes

### Residency Requirement

New York City Residency is not required for this position.

### To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 8/12/2016

**Post Until:** 8/26/2016

**JVN:** 071-2017-253550

**The City of New York is an Equal Opportunity Employer.**