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

Civil Service Title: Administrative Construction Project Manager	**Level:** M4
Title Code No: 82991	**Salary:** **$**73,144.00/$78,879.00-$188,733.00 **Frequency: ANNUAL**
Office Title: Assistant Commissioner of Inspections and Compliance	**Work location:** 101-77 Farragut Road, Brooklyn, NY
Division/Work Unit: Administration/Maintenance Repair and Capital Construction	**Number of Positions:** 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	**Agency Tracking #:** 3176 **POSITION:# 412**

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. 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.

Under administrative direction of the Associate Commissioner for Maintenance Repair and Capital Construction (MRCC), DHS is recruiting an Assistant Commissioner of Inspections and Compliance. With full latitude for the exercise of independent judgment, action, and decision-making, the Assistant Commissioner will oversee the Routine Shelter Repair Inspections (RSRI) unit responsible for the Agency's internal inspection process for over 600 shelters and the Building Compliance Unit (BCU) charged with building violations mitigation. The selected candidate will provide leadership to the City's Shelter Repair Squad's (SRS) violation tracking committee by utilizing the Building Compliance System (BCS) and work with the Mayor's Office of Operation on the monthly Shelter Repair Scorecard. The Assistant Commissioner will work closely with the Assistant Commissioner of Shelter Operations to coordinate building violation repairs as required by DOB, FDNY, HPD, DOHMH and OTDA.

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 journeyperson in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyperson 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

1. Architectural/Engineer Degree.

2. Experience with NYC DOB/FDNY codes

3. Violation Remediation

4. At least 5 yrs. full time experience in the management of the repairs of private or public residential, commercial or industrial real estate properties.

Residency Requirement

New York City Residency is 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:** 071-2017-253542

The City of New York is an Equal Opportunity Employer.