

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Associate Project Manager	<b>Level:</b> III
<b>Title Code No:</b> 22427	<b>Salary:</b> \$81,443 to \$90,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Field Auditor	<b>Work Location:</b> 75-20 Astoria Boulevard East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Engineering Audit Unit	<b>Number of Positions:</b> 1
<b>Job ID:</b> 242130	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Corrections (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. Under direction and with latitude to exercise independent judgment, the incumbent will be responsible but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Reviews and audits payments as defined by the Procurement Policy Board for accuracy and compliance within guidelines provided by City Comptroller's Directives.</li> <li>• Performs desk audits of construction payments and examines that required insurances, overruns, time extensions, guarantees and warranties are enforced.</li> <li>• Identifies defects in materials/workmanship during field audits including hazardous conditions; ensures payments are proportional to the percentage of work completed.</li> <li>• Performs independent research on pricing structure of materials and labor costs.</li> <li>• Perform 220 New York State labor law compliance audits using certified payroll reports, daily sign-in sheets and resident engineer's reports to verify compliance.</li> <li>• Prepares field audit reports in support of processing or reducing payment requisitions.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<p>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, <b>and either:</b></p> <ol style="list-style-type: none"> <li>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, of engineering and/or architectural and/or landscape architectural projects; or</li> <li>2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or</li> <li>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 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 education leading to a bachelor's degree from an accredited college in engineering, architecture, landscape 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.</li> </ol> <p>Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.</p> <p>For placement into assignment level II, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.</p> <p>For placement into assignment level III, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project.</p>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• This is <b>not</b> a junior position. The individual must be knowledgeable of auditing practices and procedures, <b>be able to read and understand technical drawings and specifications and interpret contract language.</b></li> <li>• Strong analytical, interpersonal, problem-solving, oral, and written communications skills;</li> <li>• Effective project management abilities, solid reasoning, judgment and decision-making skills;</li> <li>• Ability to effectively multi-task and prioritize, exercise discretion and manage confidential information;</li> <li>• Knowledge of estimating and change order procedures;</li> <li>• Ability to read and interpret contracts and drawings;</li> <li>• A professional license as an architect or engineer is preferred but not required;</li> <li>• Familiarity or involvement and knowledge of electrical &amp; mechanical systems a plus;</li> <li>• Advanced skills in Microsoft Excel, Word and Access;</li> <li>• A valid NYS Driver's license;</li> </ul>	
<b>Residency Requirement</b>	
New York City Residency is not required for this position.	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# <b>242130</b></p> <p>For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# <b>242130</b></p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 5/31/16	<b>Post Until:</b> 6/17/16