

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title: \$85,847**	<u>Associate Project Manager II</u>	Salary:	<u>\$74,650 * -</u>
Title Code:	<u>22427</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Project Manager</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Financial Services/Program Facilities Design &amp; Construction Management</u>		

**Additional Information:**

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.**

**In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Associate Project Manager or have taken the most recent Associate Project Manager service exam and be reachable for appointment from the resulting list.**

**This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.**

*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:**

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated and detail-oriented individual to serve as an Associate Project Manager, reporting directly to the Director of DFTA's Program Facility Design and Construction Management Unit.

The responsibilities of the Associate Project Manager include:

- Manage CDBG, City Capital and expense funded design and construction projects from initial preparation of bid documents, analysis of consultant submissions, registration of funds, through analysis of Building and Fire code compliance, establishing timelines, analyzing bids and invoices, analyzing weekly payroll submissions for CDBG projects, coordination with consultants, negotiation of change orders and final sign offs.
- Perform site surveys and feasibility studies for existing and new sites in terms of space, Zoning, Buildings and Fire codes, HVAC, PA and ADA requirements. Prepare technical reports, architectural CAD drawings and cost estimates.
- Monitor landlord compliance with City leases in terms of code and senior safety. Diligently enforce lease provisions. Work with programs to obtain Certificates of Correction for Buildings and Fire Code violations.
- Process lease renewal documentation and monitor lease renewal process. Prepare ULURPs and provide testimony for public hearings. Specify space, code and equipment requirements and develop scopes of work. Monitor landlord construction.
- Coordinate communication between landlords, sponsors, consultants, construction contractors, other City agencies and DFTA personnel.
- Use advanced skills in word processing, spreadsheets and other windows software to keep files current, maintain databases and prepare reports as needed by executive staff, OMB and HUD.

**\*Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

**\*\*City incumbent rate (Candidates with 2 or more active years of City Service)**

**Minimum Qualifications:**

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

**Assignment Level II: Special Requirements**

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.

**Preferred Skills:**

A baccalaureate degree from an accredited college in architecture or engineering. Must be able to prepare detailed scopes of work for bidding, manage and inspect construction work, and read and review project plans and specifications. Must have an excellent knowledge of Buildings and Fire codes. Ability to communicate effectively verbally and in writing. Familiarity with computer software listed. Competence in AutoCAD.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**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 #535483**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#535483**

**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: **June 23, 2022**

Post Until: **Filled**

JVN No. **125-22-80 CW**