

**City of New York**  
**DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Administrative Project Manager (NM)	<b>Level:</b> 00
<b>Title Code No:</b> 8300B	<b>Salary:</b> \$48,535/\$55,815-\$134,433
<b>Business Title:</b> Project Controls Specialist	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Program Management/Project Control-Cost Management	<b>Number of Positions:</b> 3
<b>Job ID:</b> 240182	<b>Hours/Shift:</b> 35 Hours

**Job Description**

The Department of Design and Construction seeks to hire Project Controls Specialist to work within the Division of Program Management, Bureau of Project Controls Unit. Reporting to the Director of Cost Management, with latitude for independent judgment, the Project Controls Specialist is assigned a portfolio of capital projects with responsibilities to include, but not limited to the following: assist with development of the work breakdown structure and cost breakdown structure, prepare cost control reports that includes actual cost, cost accruals, earned value, budget, change orders, estimated cost at completion, and time phased cost forecasts; estimate and refine cost at completion (EAC) during design and construction prepare and maintain cost forecast baselines analyze cost data using graphs, pivot tables, queries etc., review change orders and maintain change order log. The successful candidate may be assigned to specific DDC projects and support associated DDC project teams. S/he may also assist with the development and management of the cost control systems and in training.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or 2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or 3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

**Preferred Skills**

The selected candidates should have good knowledge of cost management tools including Skire Unifier; Knowledge of cost management in construction projects; Construction experience in public works projects; Ability to work collaboratively with a team; Ability to perform detailed work under time-sensitive deadlines; Excellent organizational, interpersonal, written and oral communication skills. Certifications related to cost management by PMI or AACEI preferred. Five (5) years of full-time experience in cost management is preferred. Proficiency in MS Excel is required.

**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 and Search for Job ID # 240182.

For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 240182.

Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

**Posting Date:** 06/14/2016

**Post Until:** Filled

**The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer**