

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

Civil Service Title: Administrative Project Manager	Level: M3
Title Code No: 83008	Salary: \$65,107/\$70,213-\$173,663
Business Title: Director of Scheduling	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Program Management/Project Controls-Executive	Number of Positions: 1
Job ID: 241480	Hours/Shift: 35 Hours

Job Description

The Department of Design and Construction, Division of Program Management, Bureau of Project Controls seeks a Director of the Scheduling Unit. The candidate will oversee the daily activities of the Scheduling Unit and provide agency-level leadership and oversight on all aspects of program/project schedule control and management. The Scheduling Unit will develop and maintain an Agency Master Schedule of all Capital Projects throughout the initiation, design and construction life-cycle. The Unit will monitor schedule performance against the plan and conduct detailed schedule variance analysis, as required. The successful candidate will establish Agency process and expertise to Capital Delivery Units for ensuring the quality of project schedules and routine updates of actual progress. The Director of Scheduling will provide guidance and technical support to Capital Delivery Project Managers for the review and acceptance of design-phase construction schedule estimates, Contractor baseline schedules, and the detailed time impact analysis of all construction delays to determine excusable versus non-excusable delays. The Director will oversee the preparation of simple project schedules and schedule updates, analyze construction schedules for scope completeness, logic and compliance with scheduling specifications. Develop and present scheduling training to Project Delivery staff.

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 will have expert knowledge of Primavera or similar scheduling systems; Supervisory experience; Construction experience in public works projects; Excellent verbal and written communication skills; Ability to work collaboratively with a team; Ability to perform detailed work under time-sensitive deadlines. Candidates must have excellent organizational, interpersonal, written and oral communication skills. Certified Planning & Scheduling Professional (PSP) preferred.

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 #241480.

For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 241480.

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

Posting Date: 08/22/2016

Post Until: Filled

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