

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

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| Civil Service Title: Administrative Project Manager | Level: M2 |
| Title Code No: 83008 | Salary: \$58,675/\$63,275-\$156,793 |
| Business Title: Deputy Director | Work Location: 30-30 Thomson Ave, LIC, NY |
| Division/Work Unit: Program Management/Safety & Site/Quality Assurance and Construction Safety | Number of Positions: 1 |
| Job ID: 249725 | Hours/Shift: 35 Hours |

Job Description

The Department of Design and Construction is seeking a Deputy Director to work within the Program Management Division, Quality Assurance and Construction Safety Bureau. Under the direction of the Director, the candidate will supervise overall activities of the Quality Assurance and Materials Testing & Fabrication Inspection Unit: a group of engineers, technicians, inspectors, and consultants, ensuring that all materials and products used in DDC capital construction projects conform to DDC specifications, performance requirements, and all applicable rules and regulations. The selected candidate will oversee, manage and coordinate all quality assurance activities, including quality assurance audits of Public Buildings and Infrastructure Divisions; inspections of material manufacturing and assembly plants, concrete and asphalt plants, and testing laboratories; coordination of material inspection requests, assignment of consultant, and review inspection results; vendor review and approval; preparation and distribution of inspection reports. Additional responsibilities will include: supervision of in-house staff, contract management, development of SOPs and manuals, administrative Bureau support, schedule preparation, conducting performance evaluations, attendance to various meetings, preparing presentation, and communication with the project 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

A valid New York State Professional Engineer's License is required, as well as ten years construction-related experience is preferred. Supervisory experience is required. Applicant must have, as a minimum, a BS degree in Mechanical or Civil Engineering. Certification as Certified Welding Inspector (CWI) with a working knowledge of ASME and AWS Codes; knowledge in Radiographic Testing (RT), Ultrasonic Testing (UT) and current certification as American Concrete Institute(ACI) level I is preferred. Knowledge of ASTM, API, AWWA, ACI and AASHTO standards is preferred. Valid NYS Driver License 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 #249725.

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 #249725.

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

Posting Date: 10/24/2016

Post Until: Filled

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