

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

Civil Service Title: Administrative Engineer (NM)	Level: 00
Title Code No: 1001A	Salary: \$48,535/\$55,815-\$132,061
Business Title: Deputy Program Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings / Various	Number of Positions: 4
Job ID: 251154	Hours/Shift: 35 hours

Job Description

Only candidates who are permanent in the Administrative Engineer title, or those who can provide proof of successful registration for the March 2016 Open Competitive or Promotional Exam may apply. Failure to do so will result in your disqualification.

The Division of Public Buildings seeks Deputy Program Directors to work within various Program Units. The selected candidates will be responsible for supervising Project Managers and Senior Project Managers; overseeing the development of the unit's policies; acting as the primary client liaison; assisting with the development of overall Commitment Plans, individual project scopes and estimates, project programs, budgets and time schedules; selecting consultants and monitoring their performance; and overseeing the bidding, awarding and examining of construction contracts. Duties will include: assisting the Program Director and Assistant Commissioner in resolving problems and ensuring that each project meets critical target dates; and attending high-level project management meetings with client agencies, Commissioners and Oversight Agency heads.

Minimum Qualification Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been as an administrative engineer.

Preferred Skills

Preference will be given to candidate with at least four years of experience in a managerial, administrative or supervisory position.

Residency Requirement

NYC Residency not Required.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #251154.

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 # 251154.

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

Posting Date: 08/09/2016	Post Until: Filled
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