

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

<b>Civil Service Title:</b> Administrative Engineer	<b>Level:</b> M2
<b>Title Code No:</b> 10015	<b>Salary:</b> \$60,435/\$65,173 - \$161,497
<b>Business Title:</b> Project Executive	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Infrastructure/Great Streets/Vision Zero/Selected Bus Services	<b>Number of Positions:</b> 1
<b>Job ID:</b> 262212	<b>Hours/Shift:</b> 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 or for the upcoming November 2016 Open Competitive or Promotional Exam may apply. Failure to do so will result in your disqualification.**

Under the direction of Infrastructure’s Assistant Commissioner for Integrated Project Group, the selected candidate will serve as the Project Executive overseeing the management of the DOT Select Bus Service and Vision Zero- Great Streets program projected to reach more than \$ 500 million including: planning, scheduling, design and construction. Development of an Integrated Master Schedule which includes all activities through all phases of the project’s developments by setting critical project milestone dates and establishing critical path relationships between activities and milestones. Candidate will also assist in overseeing the structural design functions for the Division; review and prepare of CPI (schedule and budget, design and analysis of retaining walls, waterfront structures, and sea walls, earth retaining systems, step streets, deep sewer chambers, pedestrian bridges, and other structures; prepare and review contract plans, specifications and itemized cost estimates; supervise consultants, engineering and technical staff; review contract changes and ensure compliance with the Agency’s policies and regulations; participate in various taskforces carrying out the Agency’s initiatives, such as, scheduling, cost management, project safety, quality assurance and emergency response.

**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**

Candidates must have strong supervisory experience and management skills, excellent verbal and written communication skills, knowledge and use of computers, proficiency in Microsoft Office applications, design experience related to infrastructure works (i.e. sewer, water mains, roadway works), familiarity with NYCDOT, NYSDOT, and NYCDEP specifications and standards, familiarity with MUTCD and AASHTO, understanding of the NYC street infrastructure system, and knowledge of current and up-to-date engineering methods and standards.

**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 #262212.

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 # 262212.

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

**Posting Date:** 10/06/2016

**Post Until:** Filled

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