

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

Civil Service Title: Estimator (General Construction)	Level: 00
Title Code No: 20122	Salary: \$53,134/61,104-\$79,726
Business Title: Project Manager	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings – Various	Number of Positions: 2
Job ID: 262352	Hours/Shift: 35 hours

Job Description

Only Candidates who are permanent or those who can provide proof of successful registration for the May 2016 Open Competitive Exam # 6050 may apply. Failure to do so will result in your disqualification.

The Department of Design and Construction, Division of Public Buildings seeks Project Managers to work for the Division of Public Buildings within various units. In this capacity, the candidates will be responsible for full development of each work order, which entails investigation of clients' requirements, joint scoping, preparing construction documents, and reviewing proposals, including technical data drawings. In addition, the candidate will serve as a liaison for contractors, and at the end of construction, the selected candidates will ensure auditing compliance with procedures and task order scopes. Under the general supervision of the Deputy Director, perform estimating work involving general construction work. Review, negotiate and finalize supplemental work orders and perform related work.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent and seven years of full-time satisfactory experience in general construction estimating; or
2. Education and/or experience equivalent to "1" above. Undergraduate college credit can be substituted for experience on the basis of 30 credits leading to a baccalaureate degree from an accredited college in civil engineering, civil engineering technology, architecture or architecture technology for one year of experience, up to a maximum of four years of acceptable experience. Full-time satisfactory experience in civil engineering or architecture will be credited on a year for year basis up to maximum of five years of acceptable experience. However, all candidates must have a four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in general construction estimating.

Preferred Skills

Preference will be given to candidates with at least three years of supervisory experience in general construction, and proficiency in Microsoft Office.

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 #262352.

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 # 262352.

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

Posting Date: 09/20/2016	Post Until: Filled
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