

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

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| <b>Civil Service Title:</b> Administrative Project Manager  | <b>Level:</b> 00                                 |
| <b>Title Code No:</b> 8300B   | <b>Salary:</b> \$48,535/\$55,815-\$134,433       |
| <b>Business Title:</b> Executive Project Audit Engineer   | <b>Work Location:</b> 30-30 Thomson Ave, LIC, NY |
| <b>Division/Work Unit:</b> Program Management/Engineering Audit Office  | <b>Number of Positions:</b> 2                    |
| <b>Job ID:</b> 266420   | <b>Hours/Shift:</b> 35 Hours                     |
| <b>Job Description</b>  |  |
| <p>Under general supervision, the selected candidates will serve as Executive Project Audit Engineers, and be assigned to the most complex, high performance, major projects in DDC. Key responsibilities include conducting audits of payment requisitions for contract work including change orders; performing a final review and examination of prices, reimbursable costs, technical and trade labor rates, multipliers, overhead factors and other related documents in order to certify the fairness and reasonableness of contract changes; and performing field inspections to verify that work is of good quality and has progressed sufficiently to warrant payment requested.</p>   |  |
| <b>Minimum Qualification Requirements</b>   |  |
| <p>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</p> <p>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</p> <p>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.</p> |  |
| <b>Preferred Skills</b>   |  |
| <p>Preference will be given to candidates with working knowledge of various types of fast paced capital construction and consultant contracts, thorough knowledge of the building trades, scheduling and cost estimating, and applicable regulations and directives of the City of New York, especially Comptroller's directives #2, 6 and 7. Candidate must have good verbal, written and computer skills.</p>   |  |
| <b>Residency Requirement</b>  |  |
| <p>New York City Residency is not required for this position</p>  |  |
| <b>To Apply</b>   |  |
| <p>For City Employees, please go to <a href="#">Employee Self Service (ESS)</a>, click on Recruiting Activities/Careers and Search for Job ID #266420.</p> <p>For all other applicants, please go to <a href="http://www.nyc.gov/jobs">www.nyc.gov/jobs</a>, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 266420.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>  |  |
| <b>Posting Date:</b> 10/24/2016   | <b>Post Until:</b> Filled                        |

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