

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

Civil Service Title: Administrative Architect (NM)	Level: 00
Title Code No: 1000A	Salary: \$49,990/\$57,489-\$136,023
Business Title: Executive Project Audit Engineer	Work Location: 30-30 Thomson Ave, LIC, NY
Division/Work Unit: Program Management/Engineering Audit Office	Number of Positions: 2
Job ID: 266486	Hours/Shift: 35 Hours

Job Description

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.

Minimum Qualification Requirements

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

Preferred Skills

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.

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 #266486.

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 # 266486.

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

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