

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: Administrative Engineer (NM)	Level: 00
Title Code No: 1001A	Salary: \$49,990.00/\$57,489.00-\$136,023
Business Title: Recovery Project Executive	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings – Build It Back Program -BIB	Number of Positions: 1
Job ID: 271817	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 or November 2016 Open Competitive or Promotional Exam may apply. Failure to do so will result in your disqualification.

The Department of Design and Construction, Division of Public Buildings seeks a Recovery Project Executive to work within the Build It Back (BIB) Program Unit. assisting with the administration of the Build it Back Program's highly complex design and construction portfolio. Reporting directly to the Associate Commissioner, the Project Executive will assist with this project from pre-design through construction completion. In addition, this individual will provide expertise and support to the Client Agency Housing Recovery Office (HRO); manage consultants and contractors; make critical decisions on design and construction issues to affect the design, renovation and construction of public facilities throughout the boroughs affected by Hurricane Sandy; manage a team of architects, engineers and construction managers; oversee allocation of resources; ensuring timely delivery of projects and achievement of yearly project and budget commitment plans; plan and monitor projects to meet the agency's objectives and milestones, and the lifecycle of projects; solve complex problems; participate in new initiatives in the areas of performance and change management; and interact with various oversight agencies and stakeholders. Significant interaction with senior level management is required. This is a grant funded temporary position not to exceed eighteen (18) months.

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 candidates with at least 10 years of experience in a managerial, administrative or supervisory position. Experience with federally funded programs, particularly HUD funded programs. Experience managing professional services and construction contracts in the fields of design, construction, and construction management; and experience reporting and interacting with Senior Management

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #271817.

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 # 271817.

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

Posting Date: 11/10/2016	Post Until: Filled
---------------------------------	---------------------------

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