

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

Civil Service Title: Administrative Project Manager	Level: M3
Title Code No: 83008	Salary: \$67,060/\$72,319-\$178,873
Business Title: Director of Estimating	Work Location: 30-30 Thomson Ave LIC, NY
Division/Work Unit: Program Management/Project Controls - Cost Estimating	Number of Positions: 1
Job ID: 274466	Hours/Shift: 35 Hours

Job Description

The Department of Design and Construction, Division of Program Management, Bureau of Project Controls seeks a Project Controls Director to oversee all operations of DDC's Estimating Unit. Reporting to the Executive Director of the Project Controls Bureau, the candidate will oversee the daily activities of the Estimating Unit; improve and maintain an Agency Level system to manage cost estimates of all Capital Projects throughout the initiation, design and construction life-cycle; oversee and mentor nearly 20 cost estimators in the Estimating Unit; analyze variances between the lowest evaluated bids and the engineer's estimates, and take corrective actions to improve accuracy of Agency's cost estimates. Other key responsibilities include: establishing agency process, policy and procedures and providing expertise to Capital Delivery Units for ensuring the quality of project cost estimates; maintaining a historical cost estimating database and supporting DDC in reviewing cost estimates and change orders prepared by Contractors and/or Construction Managers; providing guidance and technical support to Capital Delivery Project Managers for the review and acceptance of design-phase construction cost estimates, bases of cost estimates, schedule of values, and the detailed analysis of all change orders, as required; preparation of cost estimates for construction, construction change orders and soft cost for services and IFA; providing training to employees in cost estimating, and improving DDC's adoption of best-in-class cost estimating tools and techniques, including the integration of risk analysis with cost estimates.

Minimum Qualification Requirements

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
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
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.

Preferred Skills

Thorough knowledge of cost estimating best practices and knowledge of market conditions; expert knowledge of Timberline; Supervisory experience; construction experience in public work projects and vertical construction; experience in Probabilistic Cost Estimate preferred; experience in working with contractors; excellent verbal and written communication skills; ability to work collaboratively with a team; ability to perform detailed work under time-sensitive deadlines. Candidates must have excellent organizational, interpersonal, written and oral communication skills. Appropriate ACEI or PMI certification preferred.

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 #274466.

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 # 274466.

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

Posting Date: 12/8/2016

Post Until: Filled

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