

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

Civil Service Title: Associate Project Manager	Level: 02
Title Code No: 22427	Salary: \$69,491/\$79,915-\$101,848
Title Classification: Competitive	
Business Title: Deputy Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Infrastructure/Program Administration - Various	Number of Positions: 4
Job ID: 274528	Hours/Shift: 35 Hours

Job Description

Only candidates who are permanent in the Associate Project Manager title or those who are reachable on the current Associate Project Manager list (Exam # 5013) may apply. Please include a copy of your Notice of Result card or indicate if you are already permanent in the title. Failure to do so will result in your disqualification.

The NYC Department of Design and Construction, Division of Infrastructure is seeking Deputy Directors. The selected candidates will update and maintain all reports for the unit (including MMR, KPI) client outstanding issues, construction quarterly reports, commitment plan reports; prepare draft responses for the Commissioner's C-track correspondence and follow-up on the issues; assist the Borough Director and/or assume responsibilities for the preparation of documents requested by the Commissioner's Office such as Fact Sheets, Project Information summaries, maps and sketches for Borough President consultations; attend Community Board and Town Hall meetings; generate data sheets and scoping sketches for budget consultations; and draft responses on behalf of the Directors, Assistant Commissioners, or Deputy Commissioner's for the Commissioner's requests. S/he will also represent the Borough Director in his/her absence.

Minimum Qualification Requirements

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) a Master's degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect, or Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

For placement into Assignment Level II, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

For placement into Assignment Level III, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project

Preferred Skills

Candidates must have strong supervisory experience and excellent verbal and written communication skills and knowledge of the operations, design, and construction of the City's infrastructure system. Knowledge of current and up-to-date engineering methods and standards is 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 #274528. 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 # 274528. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 12/9/2016

Post Until: Filled

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