City of New York  
DEPT OF DESIGN & CONSTRUCTION  

Citywide Job Posting Notice

<table>
<thead>
<tr>
<th>Civil Service Title:</th>
<th>Construction Project Manager</th>
<th>Level:</th>
<th>02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code No:</td>
<td>34202</td>
<td>Salary:</td>
<td>$65,783 / $75,651 - $95,270</td>
</tr>
<tr>
<td>Title Classification:</td>
<td>Competitive</td>
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<tr>
<td>Business Title:</td>
<td>Auditor</td>
<td>Work Location:</td>
<td>30-30 Thomson Avenue, LIC, NY</td>
</tr>
<tr>
<td>Division/Work Unit:</td>
<td>Engineering Audit Office / Construction Allowance Change Order</td>
<td>Number of Positions:</td>
<td>3</td>
</tr>
<tr>
<td>Job ID:</td>
<td>394297</td>
<td>Hours/Shift:</td>
<td>35 Hours</td>
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</tbody>
</table>

**Job Description**

The NYC Department of Design and Construction, Engineering Audit Office, seeks three Auditors. The selected candidates will ensure that capital projects comply with the NYC Comptroller’s Directives, contract terms, and specifications. The Auditors will audit change order requests and payment requisitions for contract work; determine validity of change order requests; exam prices, reimbursable costs, technical labor rates, multipliers, overhead factors and other related documents in order to certify the fairness and reasonableness of contract changes and payment requisitions. Other responsibilities include performing field inspections, as they relate to the auditing of change order requests and payment requisitions.

### Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a States Department of Education or a recognized accrediting organization, and five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least $300,000 for each of the five years of the required experience; or
2. One year of the experience as described in 1 above and a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
3. One year of the experience as described in 1 above and a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and a combination of at least two years of experience as described in 1 above and the education as described in 2 above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program as described in 2 above may be substituted for experience on the basis of 30 semester credits for one year of satisfactory full-time experience up to a maximum of three years of experience.

**Note:** Candidates must specify for each construction project they worked on: a description of the construction project, the time period they worked on the construction project, and the type of work they performed. Candidates must also specify the money allotted to the project.

**Driver License Requirement:** At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

5. For Assignment to Level II, In addition to meeting the "Qualification Requirements" above, candidates must have one additional year of satisfactory full-time experience working in Assignment Level I; or one additional year of satisfactory full-time experience as described in "1" above.
6. For Assignment to Level III, in addition to meeting the Qualification Requirements for Construction Project Manager, candidates must have two additional years of satisfactory full-time experience working in Construction Project Manager Assignment Level I and II; or two additional years of satisfactory full-time experience as described in question "1" above and possess a motor vehicle driver license valid in the State of New York which must be maintained for the duration of employment noting that if you have moving violations, license suspension or an accident record, you may be disqualified.

### Preferred Skills

Candidates should possess working knowledge of capital construction, consultant contracts, and applicable regulations and directives of the City of New York. Excellent verbal and written communications skills; and proficiency in Microsoft Office.

**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 #394297. For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID #394297. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

| Posting Date: | 5/15/2019 | Post Until: | 11/10/2019 |