

Civil Service Title: Associate Project Manager
Title Code No: 22427
Office Title: Senior Engineer

Level: II
Salary: \$65,000 - \$85,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Serve as Project Manager on large, complex civil/structural capital projects and ensure that they remain on schedule and within budget.
- Develop drawings, specifications, and estimates of quantities for major civil/structural engineering projects including historic structures. Perform mathematical calculations required to perform these tasks.
- May be asked to produce condition surveys, historic resource assessments and background research on historic buildings and structures in city parkland.
- Prepare detailed reports on the progress and budget schedules of structural projects.
- Coordinate project specific interagency issues, such as permits, filings and approvals.
- When necessary, may manage consultant design contracts.
- Present design plans to Borough Commissioners and others; provide information and solve problems.
- Conduct field inspections as required before and during design and construction, through turnover.
- Supply Capital designers with engineering component details as requested.

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, architecture, 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 and five years of experience as described in "1" above; or
3. A four year high school diploma or its educational equivalent plus any combination of college education and/or experience described in "1" above to make up equivalent of five years 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, architecture, business administration, or public administration; (b) a Masters 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 that is primarily of a design nature is not acceptable towards meeting the qualification requirements.

For Assignment Level II: In addition to meeting the qualification requirements above, 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.

PREFERRED SKILLS/QUALIFICATIONS

1. Master's degree of Science in Civil Engineering or Structural Engineering.
2. Ability to produce measured drawings and technical specifications for historic preservation projects.
3. Proficiency in AutoCAD.
4. Excellent communication and organizational skills.
5. Knowledge of Microsoft Word and Excel, PhotoShop, PowerPoint and 3D rendering..
6. Valid New York State driver license.

To apply, submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-08-11857

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Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 05/09/08

POST UNTIL: 05/23/08*

JVN: 846/08/11857

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 05/23/08. Previous applicants to this vacancy do not need to reapply.