

Civil Service Title: Construction Project Manager  
Title Code No: 34202  
Office Title: Construction Resident Engineer

Level: II  
Salary: \$65,000 - \$70,000  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 11

**MAJOR RESPONSIBILITIES**

- Under direction, perform construction project management work of moderate difficulty and varying levels of complexity for our Capital Projects division.
- Monitor and coordinate contractors performing construction work on capital projects.
- Ensure that contractors adhere to plans and specifications. Identify and resolve field condition issues.
- Write daily and weekly construction project reports and keep calculation book. Prepare cost projections.
- Correspond with contractors and clarify construction issues. Review and approve contractor’s payment requisitions.
- Schedule and run meetings. Maintain accurate records and write reports.
- Work with Architect or Engineer of record regarding change orders, interpretation of documents; shop drawing approvals and other architectural and engineering related issues.
- Review, research and advise Borough Directors regarding contractors’ dispute claims.
- Act on appeals of contractors on interpretations of specifications and contract drawings, and other contract disputes and/or claims.

**QUALIFICATION REQUIREMENTS**

1. A four year high school diploma or its educational equivalent 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. A baccalaureate degree from an accredited college with a major sequence of course work in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management, and one year of the experience described in “1” above; or
3. 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 and one year of the experience described in “1” above; or
4. A four year high school diploma or its educational equivalent and a combination of experience of at least two years of the experience 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 in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of satisfactory full-time experience up to a maximum of three years of experience.

License Requirements

Must possess a motor vehicle driver license valid in the State of New York with no restrictions which preclude the performance of Construction Project Manager work. This license must be maintained for the duration of employment.

Note: In addition to meeting the “Qualification Requirements” above, candidates must have one additional year of satisfactory full-time experience as described in “1” above.

**PREFERRED SKILLS/QUALIFICATIONS**

Preferred applicants must have taken the civil service examination (Exam No. 8090) or must be currently serving in the title permanently.

1. At least four years experience in construction inspection or construction management work on capital projects, wherein each project was valued at a minimum of \$1 million.
2. Excellent communication and organizational skills.
3. Knowledge of, AutoCAD, PhotoShop, PowerPoint and 3D Rendering.

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

Personnel – Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Attention: JVN# 846-10-008028  
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 12/24/09

POST UNTIL: FILLED

JVN: 846/10/008028

NOTE: All resumes must be received no later than the last day of the posting period.