

**This is an IFA Funded position.**

Civil Service Title: Construction Project Manager Intern  
Title Code No: 34201  
Office Title: Construction Project Manager Intern

Level: NA  
Salary: \$43,349 - \$52,496  
Work Location: 5-Boro, Randall’s Island  
Number of Positions: 2

Technical Services maintains and repairs Parks & Recreation facilities including swimming pools, ice rinks and tennis courts. It also oversees the repairs of sewers and asphalt surfacing, as well as comfort station, pool, recreation center, and roof requirements contracts.

**MAJOR RESPONSIBILITIES**

- Under direct supervision, monitor and coordinate contractors performing construction work on 5-Boro 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; keep 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 Director regarding contractors’ dispute claims.

**QUALIFICATION REQUIREMENTS**

1. Four years of full-time satisfactory experience performing construction inspection or construction management work on construction projects; or
2. Four years of full-time satisfactory experience in building construction as a journey person in one or more of the skilled building construction trades; or
3. A valid license as a professional engineer or registered architect issued by a board of examining engineers or architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A baccalaureate degree from an accredited college in architecture, architectural technology, landscape architecture, construction, construction technology or construction management, or chemical, civil including structural, bridge design or sanitary, electrical, or mechanical engineering or engineering technology; or
5. A combination of “1”, “2” and “4” above sufficient to equal a total of four years of education and experience. Education leading to a baccalaureate degree in the areas described in “4” above will be credited on the basis of 30 semester credits for each year of acceptable experience.

**LICENSE REQUIREMENT**

Possession of a Motor Vehicle Driver License valid in the State of New York. Employee must maintain the license during their employment.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Proficiency in Microsoft Word and Excel.
2. Knowledge of AutoCAD, PhotoShop, PowerPoint and 3D Rendering.
3. Excellent communication, writing and organizational skills.

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

Desiree Paulin, Technical Services Analyst  
City of New York/Parks & Recreation  
5-Boro Complex -Technical Services  
Randall’s Island, NY 10035  
Email: desiree.paulin@parks.nyc.gov  
Attention: JVN # 846-12-EL243  
Notice to Parks employees – 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: (212) 504-4115**

POST DATE: 02/03/12

POST UNTIL: 03/02/12

JVN: 846/12/EL243