

City of New York
DEPT. OF HOMELESS SERVICES
Job Posting Notice

Civil Service Title: ASSOCIATE PROJECT MANAGER	Level: 01
Title Code No: 22427	Salary: \$63,074.00/\$63,074.00-\$72,535.00 Frequency: ANNUAL
Title Classification: Competitive	CPS: 071-18-0622 RC: 7130
Business Title: BCU Assistant Project Manager	Work Location: 101-07 Farragut Road, Brooklyn
Division/Work Unit: DHS FMD	Number of Positions: 1
Job ID: 341939	Hours/Shift: 8am - 4pm

Job Description

The NYC Department of Homeless Services (DHS) is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. Collaborating with other public agencies and not-for-profit partners, the DHS works to prevent homelessness before it occurs, reduce street homelessness and assist New Yorkers to transition from shelter into appropriate permanent housing. The NYC Department of Homeless Services, Facilities & Logistics division is hiring one (1) Associate Project Manager Level I that will report directly to the Director of Building Compliance Unit (BCU) or their designee. Under general supervision, is responsible for work in the field and supervises subordinate employees, and may incidentally perform duties of subordinates. The Associate Project Manager I will: Communicate with Shelter/Providers regarding violations. Maintain a management information system to provide data for the planning and control for project development. Manipulate project data related to violations, cost and schedules to maximize operations. Establish project time and cost schedules. Determine and coordinates the activities required between the persons, agencies and departments responsible for project completion. Review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates. Check work performance and prepares management reports which stress significant problems. Resolve problems that arise in meeting schedules as it relates to building violations. Confirm violations and reviews field assessments regarding the work needed for the corrections of the building violations. Oversee the status of contractors working on violations and report progress. Add back up documentation in appropriate folders and subfolders. Maintain appropriate records. Perform related tasks and may supervise other staff members. Work with other DHS departments on special assignments.

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 States 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 States 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 bachelors 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

Advance Knowledge of Microsoft Office, in particular abilities to develop macros tables. Knowledge of Construction Process or previous work

with violation remediation. Knowledge of Navigating City Agency Websites to retrieve violations.

Additional Information

****LOAN FORGIVENESS** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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.

For all other applicants, please go to NYC Careers by using the following link <http://www1.nyc.gov/jobs>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Posting Date: 04/17/2018

Post Until: 09/18/2018

The City of New York is an Equal Opportunity Employer