

ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER

Duties and Responsibilities

This is a management class of positions with various assignment levels. The primary responsibility in this class of positions is to directly manage the professional and technical staff, including consultants, engaged in overseeing the execution of capital construction, reconstruction and rehabilitation projects. Operates a motor vehicle to visit various job sites as required in the performance of the duties and responsibilities. The decisions made by the Administrative Construction Project Managers impact on the City's capital budget and capital construction.

The following are typical assignments within this class of positions. All personnel perform related work.

Under administrative direction, with extremely wide latitude for the exercise of independent judgment, initiative and action, performs extremely difficult, responsible and complex work in the capacity of directing that the execution of capital construction projects for a sizable and significant geographic locality or service area is timely and cost-effective. Directs a large staff of construction professionals engaged in overseeing the execution of capital construction projects. Exercises the full administrative and technical responsibilities for planning, organizing, and directing staff in the management of construction projects. Directs the resolution of extraordinary construction problems. When designated, represents the agency head or his/her deputy in meetings with contractors and service delivery, regulatory, and oversight agencies or performs other assignments equivalent to that described herein.

May manage staff performing asbestos removal or lead abatement work involving removal or encapsulation of lead contained in or on any surface. Management requires use of protective clothing, respirator and mask.

THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER (continued)Qualification Requirements

At least six years of full-time satisfactory experience in construction management work on capital projects, each one of which must have had a dollar value of at least \$15,000, at least eighteen months of which must have been in a managerial or consultative capacity in an organization responsible for the management of construction; and a combination of the following, sufficient to equal a total of ten years of education and experience:

- a. Full-time satisfactory experience in construction inspection on capital projects, each one of which must have had a dollar value of at least \$15,000. One year of acceptable experience will be credited for each year of construction inspection experience up to a maximum of four years.
- b. Full-time satisfactory experience in building construction as a journeyman in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyman experience up to a maximum of four years.
- c. Education in an accredited college leading to a bachelor's degree in architecture, landscape architecture, or air pollution control, chemical, civil including structural and bridge design, electrical, mechanical, or sanitary engineering will be credited on the basis of 30 credits for one year of acceptable experience up to a maximum of four years.

ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER (continued)

Qualification Requirements (continued)

A New York State license as a professional engineer or registered architect or a license as a professional engineer or registered architect from a state that has reciprocity with New York State may be substituted for the four years of education and experience described in "a", "b" and "c" above. However, all candidates must have at least six years of experience in construction management work described above, including at least eighteen months in a managerial or consultative capacity in an organization responsible for the management of construction.

In addition, candidates managing asbestos removal or lead abatement staff must meet applicable regulatory and medical requirements. Candidates must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to asbestos removal or lead abatement management.

License Requirements

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

Direct Lines of Promotion

From: Construction Project Manager
(34202)

To: None