

Job Description

Job Title: Associate Project Manager I, II, III **Agency:** New York City Transit
Job ID: 80165 **Department:** Subways
Location: Various **Division:** Operations Support/Admin
Full/Part Time: Full-Time **RC:** Capital Programs
Regular/Temporary: Regular

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Job Information

Associate Project Manager, I, II, III

First Date of Posting: 6/09/2014
Last Date of Filing: 7/03/2014
Authority: TA
Department: Subways
Division/Unit: Capital Programs
Reports to: Senior Director, Program Mgmt & Oversight
Work Location: 2 Broadway, Manhattan
Hours of Work: As required

PLEASE INCLUDE COVER LETTER WITH RESUME

(When uploading your resume, make your cover letter the first page of your resume document)

Compensation

Associate Project Manager I: \$65,698 - \$82,737 (TA)
Associate Project Manager II: \$72,381 - \$92,248 (TA)
Associate Project Manager III: \$87,377 - \$103,007 (TA)

Responsibilities

This incumbent will be primarily responsible for providing oversight, tracking of thousands of defects and coordination of work between the Stations and Infrastructure program areas. The incumbent will also be required to provide oversight and direction for the increasing number of projects scoped, managed and closed-out by Capital Programs, and projects awarded to the Infrastructure Capital Construction Group. Prepare and analyze operating budget impacts of capital investments; perform field visits to monitor construction progress and compliance; track TA Labor and EFA expenditures; prepare, track, review and/or approve budget modification staff summaries; prepare detailed cost benefit and alternative analyses; aid in the development of strategic planning documents for transit system improvements; attend and provide input at construction job progress meetings; and make recommendations on project acceptance and other construction management issues. Coordinate the planning and scheduling of projects within the program, assist in developing the scope and master plans, manage and coordinate the planning of capital projects for award to the in-house forces, provide budget oversight during construction and the beneficial use/financial closeout of projects.

Education and Experience

Associate Project Manager Level I

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 a four year high school diploma or its educational equivalent and five years of experience as described

above.

Level II

Candidate must have 1 additional year of experience in a supervisory capacity or served 1 year as a project manager for a large and/or complex construction project.

Level III

Candidate must have 2 additional years of experience in supervisory capacity or served 2 additional years as a project manager for a large and/or complex construction project.

Desired Skills

1. Knowledge of the Department of Subways' operating and maintenance requirements.
2. Excellent written and verbal communication skills.
3. Knowledge and experience preparing user-specific scopes of work and overseeing the implementation of projects that require comprehensive scheduling & coordination in field construction.
4. Ability to develop, collect, formulate and maintain databases, spreadsheets, estimates, project schedules and reports.
5. Strong computer skills, financial analysis, budget and project management experience.
6. Experience in architecture, business/public administration.

Selection Method

Based on evaluation of education, skills, experience and interview.

All selected candidates will be subject to a full background investigation that includes employment and education. Discrepancies may lead to dismissal.

All appointments, with the exception of Department of Subways employees on MaBSTOA payroll, will be made on the NYCT payroll.

How To Apply

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

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