

**Position Title:** Chief Project Manager (3 positions)  
**Department:** Upstate Design & Construction  
**Location:** Upstate/Northern NY; Central NY; Lower Hudson Valley  
**Hiring Rate:** \$109,313  
**Bargaining Unit:** CSEA  
**Posting Date:** December 8, 2021

### Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

### Applicant Instructions

To apply to this job opportunity:

[Click Here](#)

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*

# Position Description

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<b>Position Title:</b>	<b>Chief Project Manager (3 positions)</b>
<b>Grade/Classification:</b>	<b>8 (D1) - Senior Manager</b>
<b>Bargaining Unit:</b>	<b>CSEA</b>
<b>FLSA Status:</b>	<b>Exempt</b>

Last Revised: April 15, 2021

## Primary Purpose

The Chief Project Manager assists the Managing Director, Construction, and/or the Director, Planning, Design and Quality Assurance and Director, Construction in overseeing and administering all aspects of assigned design and construction projects, including customer-agency interaction, and supervising and managing personnel assigned to those projects. The Chief Project Manager also assists in the development and implementation of the policies and procedures governing project management programs.

## Essential Functions

- Provide positive leadership, purpose, and direction for assigned regional staff in the Design and Construction unit, supporting corporate goals, policies, and inclusion.
- Provide leadership in advancing all aspects of DASNY's Construction program policies and goals as well as New York State related design and construction goals including, but not limited to, meeting or exceeding Minority and Women Owned Business project goals and advancing sustainability goals, policies, and regulations on behalf of DASNY customer-agencies.
- Plan, organize and direct the project management functions and project management staff for assigned design and construction projects for customer-agencies projects and programs.
- Provide guidance and direction at project outset on appropriate project delivery methods, schedule and budget expectations and development, staffing requirements and other project or program goals.
- Develop project budgets, review budgets for active projects and monitor adherence to project budgets across customer-agencies projects and programs.
- Review project schedules and interact with project managers, design professionals, construction managers and contractors to facilitate adherence to schedules across customer-agencies projects and programs.
- Set goals for assigned projects and periodically review the goals with the assigned Design and Construction project management staff and customer-agencies.
- Serve as liaison with customer-agencies, assist customer-agencies with all project related decisions and oversee the development of specific service proposals for those customer-agencies.
- Coordinate project management functions with other DASNY units and NYS Agencies.
- Assist with coordination and transition between design and construction phase staff when applicable.
- Develop and recommend efficient staffing levels consistent with workload and assign staffing accordingly.
- Visit project sites as necessary to meet with field staff, experience the project dynamics, ensure compliance with DASNY procedures and to maintain awareness of critical or complex issues.
- Participate in project audits on select projects.
- Assist with the development of DASNY fee estimates on projects and monitor fees and hour usage.
- Comply with, and ensure all subordinate staff comply with, Construction Division, DASNY and NYS policies and procedures.

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- Work with Construction Division staff, the Finance Office, and the Office of Counsel to monitor payments to design professionals, construction consultants and contractors and develop efficient practices for timely payment in conformance with contractual and statutory requirements.
- Recommend technical training programs for staff.
- Work with Procurement units and the Office of Counsel to resolve design or construction related disputes, claims and litigation.
- Review management reports and follow up on problem areas with other Construction Division and Department staff.
- Participate in the development and management of the Departmental budget.
- Meet with trade associations periodically to discuss common interests in the construction industry.
- Review change orders, amendments, work authorizations and work orders in accordance with DASNY procedures.
- Train and become fluent in usage of Contract Manager and PMWeb project management software applications.
- Represent DASNY at conferences and public functions.
- Assist other units within DASNY to promote conformance with Project / Program objectives and the objectives of DASNY and our customer-agencies.

## Other Duties and Responsibilities

- Participate in the marketing of services to prospective clients.
- Supervise, train, and evaluate employees.
- Meet obligations in the supervision, training and evaluation of staff and ensure supervisors meet their obligations in the supervision, training, and evaluation of their staff.
- Develop, document, and implement policies and procedures.
- Assess, develop, and implement internal controls, and oversee the review and testing of same.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the NYS Office of Information Technology Services. (Standards can be found on the Intranet).

## Supervision

Supervision of employees is required.

## Physical/Mental/Visual Demands

Frequent travel is required, using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires ability to see and exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and work safety hazards (chemicals, fumes, etc.). Requires complex and time-pressured decision-making. Must be available to occasionally work a modified work schedule or extended workday hours.

## Work Environment

Official station is a standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, shredder, and Global Positioning systems field location devices. Frequent construction site visits may be required.

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## Minimum Qualifications

Bachelor's degree plus 15 years' combined experience in any of the following DASNY positions: Regional Project Manager, Senior Project Manager, Project Manager, Senior Assistant Project Manager, Senior Field Representative, Field Representative, Senior Architect, Architect, Senior Engineer or Engineer.

Or  
Bachelor's degree plus 20 years' experience in the supervision and/or management of major public/private construction projects.

All candidates must also possess six years' experience supervising and evaluating professional staff.

## Preferred Qualifications

Master's degree in Business Administration, Architecture, Engineering, Construction Management, or related field plus 20 years' experience in the supervision and/or management of major public/private construction projects. NYS Licensed Architect or Engineer. Ten years' experience supervising and evaluating professional staff. Program management experience for higher education or healthcare industries. Experience in financial management systems, project management systems, and scheduling applications.

## Essential Skills

- Demonstrated judgment and exercise of discretion.
- Excellent oral and written communications skills.
- Demonstrated ability to communicate with tact and diplomacy.
- Demonstrated management skills.
- Demonstrated analytical and conceptual skills.
- Demonstrated ability to read and comprehend plans, specifications, addenda, bid materials, schedules, contracts and related documents.
- Demonstrated ability to work independently and exercise sound judgment.
- Demonstrated record of taking initiative.
- Demonstrated ability to lead and/or participate in team endeavors.
- Proficiency in PC applications, such as Microsoft Office, financial management and project management systems.