

Position Title: Sr. Assistant Project Manager
Department: Upstate Construction
Location: Albany, NY
Hiring Rate: \$63,956
Bargaining Unit: CSEA
Posting Date: November 19, 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 for 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.

Position Description

Position Title: Sr. Assistant Project Manager
Grade/Classification: 4(D1) – Senior Professional
Bargaining Unit: CSEA
FLSA Status: Exempt

Last Revised: November 9, 2021

Primary Purpose

The Senior Assistant Project Manager, under the guidance of the Project Manager, performs technical and administrative functions required to complete the design and construction of projects.

Essential Functions

- Read, interpret, and comprehend plans, specifications, addenda, bid materials, contracts and other related documents and recommends approaches to resolving issues/completing assignments to project manager.
- Review bid advertising prepare bid summaries and recommend awards to Procurement.
- Observes the installation of the work on a regular basis, ensuring compliance with the construction documents.
- Coordinate the work of all trades, testing agencies and commissioning consultants.
- Conduct and/or attend job meetings, progress meetings and coordination meetings.
- Review, process and make recommendation for approval of payment requisitions, trade payment breakdowns, change orders, work authorizations and closeout packages.
- Evaluate claims and make recommendations to the Project Manager.
- Develop, monitor and maintain project records and utilize the project management system (Contract Manager) to input data into applications and databases.
- Utilize project data to prepare status reports and other specialized reports.
- Evaluate and make recommendations related to project schedules and budgets, and develop recovery plans related to project quality, budget, and schedule.
- Develop and run labor allocation reports in CARRS (Cost Accounting Revenue and Recovery System).
- Perform site visits; monitor and observe construction, installation and testing of building systems and technology, operation and maintenance of buildings and/or facilities.
- Ensure compliance with contract provisions and the quality of design and construction work performed by architects, engineers, contractors and consultants.
- Consult with code enforcement agencies regarding interpretation and application of building codes and regulations.
- Assist in the evaluation of the conditions of buildings and properties and utilization of facilities.
- Maintain liaison with customer agencies and assist in the resolution of issues where appropriate.
- Manage assigned projects under the direction of the Project Manager.

Other Duties and Responsibilities

- Conduct surveys and inspections of existing and potential DASNY facilities to determine design and construction deficiencies and to determine rehabilitation requirements.
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- May conduct or participate in mechanical, electrical and structural quality assurance field inspections.
- May conduct or participate in quality assurance field inspections associated with assigned projects.

Position Description

- May train and evaluate employees.
- Assist with the development, documentation and implementation of procedures.
- Assist with the assessment/development and implementation of internal controls, and participate in 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 Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision

Supervision of employees is required.

Physical/Mental/Visual Demands

Frequent travel may be required, depending on assignment, using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and other work-safety hazards (chemicals, fumes, etc.) of a construction site. Requires physical mobility (movement from place to place), strength, dexterity, and coordination. Requires endurance, concentration (prolonged physical activity with limited opportunity to rest) and complex and time-pressured decision-making. Must be able to work overtime or extended work hours as needed

Work Environment

Workstation and location vary depending on assignment. Requires use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, and shredder.

Minimum Qualifications

Bachelor's degree plus two years' experience as a DASNY APM or Bachelor's degree plus three years relevant experience or Associates degree plus four years' experience as a DASNY APM or Associates degree plus five years' relevant experience or a High School diploma or equivalent plus eight years of DASNY relevant experience.

Preferred Qualifications

Bachelor's degree in Engineering, Architecture, Construction Management, or a construction industry related field plus four years' experience as a DASNY APM or Bachelor's degree in construction industry related field plus five years' construction industry experience with public or private projects. Minimum two years' supervisory experience, PC applications and construction systems experience (Primavera project management and scheduling applications preferred).

Essential Skills

- Demonstrated ability to read and comprehend plans, specifications, addenda, bid materials, contracts and related construction documents.
- Excellent oral and written communications skills.
- Demonstrated analytical and conceptual skills.
- Demonstrated ability to work independently and exercise sound judgment.
- Proficiency in PC applications such as Outlook, Excel, Word, Access and PowerPoint.
- Ability to lead and/or participate in team endeavors.
- Demonstrated record of taking initiative.

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