

Position Title: Senior Field Representative (2 positions)
Department: Downstate Design and Construction
Location: NYC (5 boroughs)
Hiring Rate: \$89,876
Bargaining Unit: CSEA
Posting Date: August 11, 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](#)

For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

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: Senior Field Representative
Grade/Classification: 6 (D1) – Senior Professional
Bargaining Unit: CSEA
FLSA Status: Exempt

Last Revised: March 16, 2018

Primary Purpose

The Senior Field Representative exercises independent judgment and makes high-level decisions while assisting the Project Manager or Senior Project Manager in all aspects of a construction project or projects and/or highly complex projects (projects having a high degree of variables including budget, schedule, number of contracts, management approach, delivery method, level of service, phasing, customer orientation, staffing, labor, location and site access, design and/or construction complexity, environmental issues and other non-traditional projects), including ensuring compliance with contract provisions, contract administration and monitoring, evaluating and making recommendations related to project budgets and schedules, and developing recovery plans related to quality, budget and schedule.

Essential Functions

- Monitor and observe construction, installation, and testing of building systems and technology, operation, and maintenance of buildings and/or facilities on a daily basis ensuring compliance with construction documents.
- Coordinate the work of all trades.
- Read, interpret, and comprehend contract plans, specifications, addenda, bidding documents, contracts and other related materials and recommend approaches to resolving issues to the Project Manager.
- Ensure quality is maintained in accordance with the original intent of construction documents through coordination with design consultants/construction managers/contractors and/or management of material testing and inspection consultants, review of daily field reporting, and coordination with internal quality resources.
- Ensure compliance with contract provisions and the quality of design and construction work performed by architects, engineers, contractors, and consultants.
- Conduct or participate in mechanical, electrical, and structural quality assurance field inspections.
- Review bid advertisements, prepare bid summaries, review bidder qualifications, and recommend construction contract awards to Procurement.
- Schedule and supervise required testing and commissioning and monitor results.
- Represent DASNY as liaison to client agency.
- Interact with client agency and make recommendations regarding project approach.
- Conduct and/or attend joint scope, job, progress, and coordination meetings.
- Prepare notes and minutes of meetings and coordinate the associated follow-up.
- Schedule, coordinate and monitor project activities among applicable DASNY staff/units, consultants, contractors, governmental agencies, and other project entities through project closeout.
- Ensure consultant and contractor compliance with all DASNY procedures.
- Coordinate consultant and contractor deliverables through thorough understanding of contract deliverables, pre-construction meetings, construction manager orientations, project health assessments, monthly project meetings, and contract closeout checklists.
- Continuously evaluate the performance of architects, engineers, contractors, and construction managers.

Position Description

- Utilize project data to prepare status reports and other specialized reports.
- Estimate costs and monitor the project budget, making recommendations to the Project Manager as needed.
- Review and monitor project schedule; report observations and make related recommendations to Project Manager.
- Review consultant and contractor progress payments.
- Prepare, evaluate, and make recommendations to Project Manager related to change order proposals.
- Assist in the evaluation of claims and make recommendations to Project Manager.
- Develop and maintain records for the project and/or program including contract documents, files, logs, lists and other records, and utilize DASNY's project management/reporting systems for recording all project activities.
- Consult with code enforcement agencies regarding the interpretation and application of building codes and regulations.
- Maintain liaison with customer agencies and assist in the resolution of issues where appropriate.
- Manage assigned projects under the direction of the Project Manager.
- Assist in the development, documentation and implementation of procedures and internal controls.
- May provide service to multiple client agencies over a specified geographic area.
- May supervise, train and evaluate a staff of Field Representatives and/or administrative staff serving a specific campus, facility, project or geographic area.

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.
- Train and evaluate employees.
- Develop, document and implement procedures.
- Assess, develop and implement internal controls, and oversee the review and testing of same.
- Assist management in the development of policies.
- 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 Information Technology Services. (Standards can be found on the Intranet).

Supervision

Supervision of employees may be required.

Physical/Mental/Visual Demands

Weekly 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 work safety hazards (chemicals, fumes, etc.). 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. Requires the ability to see, hear, smell, touch and distinguish colors. Must be available to occasionally work a modified work schedule or extended workday hours.

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Work Environment

May be standard office environment or a construction site. Requires the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder.

Minimum Qualifications

Associate's degree plus five years experience as a DASNY Field Representative and two years supervisory experience or successful completion of designated supervisor training during probationary period or Associate's degree plus twelve years relevant experience and two years supervisory experience or high school diploma plus seven years experience as a DASNY Field Representative and two years supervisory experience or successful completion of designated supervisor training during probationary period or high school diploma plus fifteen years relevant experience and two years supervisory experience.

Preferred Qualifications

Bachelor's degree in Engineering, Architecture, Construction Management, or a construction industry related field plus ten years experience as a DASNY Field Representative or Bachelor's degree in construction industry related field plus fifteen years experience with public or private projects including construction inspection or supervision of major public construction projects. Minimum two years supervisory experience. Working knowledge and experience with construction systems (Primavera project management and scheduling applications preferred).

Essential Skills

- Demonstrated construction field experience including sequencing and installation of work.
- 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.
- Demonstrated management skills.
- Demonstrated organizational skills and ability to prioritize.
- Strong interpersonal and diplomacy skills.
- Basic knowledge of management principles.