Job Title: Project Manager, Level 3 (Provisional)

Job ID: 17032

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Oversees one or more aspects of the planning, execution, and completion of the design and construction of capital building projects and specialized construction at a Campus or University setting. Manages projects for renovation and/or maintenance of existing facilities.

- Develops quality standards and monitors performance
- Incorporates University procedures and standards such as safety and CUNY design standards
- Maintains compliance with relevant laws, regulations, and CUNY standards
- Applies project management procedures and standards using appropriate methods and technologies
- Communicates effectively with all project participants
- Meets standards for performance (time, cost quality)
- Enters, maintains, and accesses information in computer-based systems, such as project management systems, work order systems, inventory and timekeeping systems, and financial systems of various kinds
- Performs work indoors and outdoors under various environmental conditions, including extreme temperature conditions, climbing ladders and scaffolds, and working in close spaces as necessary to advance project(s)
- Work may require driving to work locations

This position is in CUNY’s Classified Civil Service. The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

Construction Project Manager

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Project Manager will be responsible for the overall management and engineering review of complex projects within the campus.
MINIMUM QUALIFICATIONS

A four-year high school diploma and six years of experience, in one or more of the following:
- Planning, administering or expediting architectural/engineering design and/or construction of a non-industrial building to be occupied by people for educational use requiring a certificate of occupancy
Substitutions:
- Associates degree in engineering, architecture, landscape architecture with four (4) years of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy
- A Baccalaureate degree in engineering, landscape architecture or a related field with two (2) years of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy
- A Baccalaureate degree in architecture with 1 year of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy
Knowledge of English language (spoken, written, read) sufficient to carry out the activities described in this specification
A Motor Vehicle Driver's license, valid in the State of New York, may be required for some positions.
There are three assignment levels within this class of positions.
Additional Requirements for Level 2:
To be appointed at Level 2: candidates must have at least one additional year of experience in one of the following:
- Supervision of employees within a construction project
- Supervision of a construction project
Additional Requirements for Level 3:
To be appointed at Level 3: candidates must have at least one year of experience above and beyond Level 2 (i.e., a total of two additional years’ experience in project and/or personnel supervision).

OTHER QUALIFICATIONS

- Experience managing complex engineering projects
- Professional Engineer (PE) License preferred

COMPENSATION

New Hire: $87,828*
Incumbent: $99,247

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

--Reopened--
January 28, 2018; Previous applicants need not reapply.
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.