

Job Opening

Job Posting: 8/11/2021

Application Period: two weeks

JOB TITLE: Construction Manager, HCDC

LOCATION: NYC

DEPARTMENT: Harlem Community Development Corp.

BASIC FUNCTION: Responsible for performing building inspections and energy audits on all multi-family buildings, to assess whether a building is a priority for the services available. Monitors day-to-day activities of construction contractors. Supervises and trains field crews.

WORK PERFORMED:

- Assist in the preparation of bid documents for heating system replacements
- Confirm that heating system specifications are understood and correctly implemented by sub-contractors in the field
- Review specifications of heating system replacement/installation in the field
- Review and supervise all sub-contractors in the field and report to WAP Director about progress
- Conduct interim inspections of work in the field to ensure accurate and timely completion
- Assist in the preparation of multi-family Energy Audits
- Perform pre-inspections and post inspections at all job sites

EDUCATION & REQUIREMENTS:

Education Level required: College degree or equivalent experience, including courses in building systems and/or environmental science. Technical training in construction techniques and/or mechanical systems is preferred.

Relevant experience required: 3-5 years of construction techniques and site inspection experience.

Knowledge required: Reading and writing technical reports. Solid working knowledge of general construction.

Detailed knowledge of multiple dwelling heating and cooling systems. Working knowledge of current Weatherization methods, equipment, energy conservation systems and techniques, evaluation procedures, etc. Food interpersonal skills for dealing with owners, tenants, contractors, suppliers, etc

APPROXIMATE HIRING SALARY: commensurate with experience (w/ comprehensive benefits package)

INQUIRE

Donna Knief – HR Generalist - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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