

Job Opening

Job Posting: July 09, 2020

Application Period: 7/9/20 – 7/23/20

**** This is a temporary part-time position (10 weeks duration; 3 days worked per week)**

JOB TITLE: Construction Manager, HCDC
DEPARTMENT: Harlem, CDC

LOCATION: NYC

Basic Function:

Assist the WAP program to complete their contractual obligations for PY 2019/2020.

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 and/or Experience required: (*education required for this position*)

College degree or 5 years experience including courses in building systems and/or environmental science.

BPI Building Analyst and/or Building Envelope required

Technical training in construction techniques and/or mechanical systems is preferred.

3-5 years of construction techniques and site inspection experience. Experience in a Weatherization program is preferred.

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.

Good interpersonal skills for dealing with owners, tenants, contractors, suppliers, etc.

APPROXIMATE HIRING SALARY: \$20 - \$25 per hour

INQUIRE

Shawn Bryant, HR Manager - Human Resources Dept.

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

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