

Job Opening

Job Posting: 6/25/2021

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Construction Manager

LOCATION: Western NY

DEPT: Loans & Grants

BASIC FUNCTION: Monitors the construction progress and budget of projects, or in the case of certain projects, provides a continuous review function for compliance with contractual requirements and/or Loan & Grant Agreement Requirements. Checks progress, reviews changes, inspects and determines compliance with scope of work, and contracts; reviews trade payment breakdown and monthly requests for progress prior to approval by supervisor.

WORK PERFORMED:

- Checks and monitors work in progress against approved schedule, contract documents and approved project plan.
- Reviews changes in final drawings in conjunction with developer and contractor to determine if scope of work is affected.
- Reviews proposed change orders for validity and recommends approval or disapproval.
- Submits status reports to supervisor.
- Follows up, expedites required documentation from developer - final survey, guarantees, as-built drawings, certificates of occupancy, and all related design and construction requirements.
- Attends pre-construction conferences to familiarize architects, contractor with Empire State Development operating procedures; schedules job meetings; responsible for satisfactory completion of project.
- Reviews and approves trade payment breakdowns, progress schedules, drawdowns.
- Reviews and approves monthly payment requisitions to determine actual percentage of work acceptably completed.
- Reviews requests for change orders, recommends approval/disapproval.
- Reviews, inspects, contractor work to determine compliance with contract and code requirements.
- Performs Building Department inspection for Empire State Development projects.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Degree in Architecture, Engineering, or Construction Technology is preferred.

Relevant experience required: Minimum 5 years' experience as Construction Site Representative, Architect's Representative, or Construction Superintendent on multi-million dollar projects. Experience in scheduling, cost reviews, payments, coordinating. Each year of higher education leading to a degree may be substituted for one year experience, up to four years.

Knowledge required: Ability to interpret contract plans and specifications, cost estimating methods, materials and techniques Building Code requirements, construction.

APPROXIMATE HIRING SALARY: \$70-75,000 (w/ comprehensive benefits package)

INQUIRE

Recruiter: 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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