



Job Opening

Job Posting: Dec. 12, 2018

Application Deadline: Jan. 11, 2019

JOB TITLE: Jr. Construction Manager

LOCATION: Albany or Troy

DEPARTMENT: 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.

EDUCATION & REQUIREMENTS:

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

Experience Required: Minimum five (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: up to \$70,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, Human Resources Manager

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.