

# VACANCY/NOTICE

**AGENCY:** NEW YORK CITY OFFICE OF THE COMPTROLLER

**TITLE:** ENGINEERING & RELATED TITLES  
(Various Levels & Fields)

**SALARY:** \$50,000 - \$95,000 (Depending on Title & Experience)

**LOCATION:** VARIOUS BUREAUS

**PERIOD:** RESUMES ACCEPTED CONTINUOUSLY

\*\*\*\*\*

The Office of the Comptroller seeks engineers in the fields of mechanical, civil, electrical or general building/construction or related fields/titles to serve in a variety positions or assignments in various areas of the agency, including, but not limited to, the Bureau of Engineering and the Office of Contracts to fill openings that may be available throughout the year. See [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov) for bureau descriptions.

## **DUTIES:**

Under various levels of supervision and with latitude for independent judgment and initiative, duties include, but are not limited to:

- The investigation and analysis of complex construction claims and contract disputes or related matters; preparation of comprehensive reports which address entitlement and damage and provide settlement recommendations;
- Undertaking research, inquiries, inspections, cost estimating, contract interpretation and delay/impact studies;
- Perform special projects researching and evaluating contracts, and engineering or related matters of a complex or highly technical nature, including miscellaneous engineering studies and investigations;
- Conduct research assignments to identify problematic contracts and contractors, or to uncover systemic engineering and/or procurement problems. May evaluate, review and analyze City contracts;
- May undertake financial or management audits related to engineering or engineering related matters;
- Interact with personnel of other City departments as well as private construction, consultants and legal firms, and contractors as required.

## **QUALIFICATION REQUIREMENTS:**

Candidates should be guided by the following:

Generally, Assistant positions require a B.S., degree in engineering and either one (1) or two (2) years of practical experience; a master's in engineering can reduce or replace the experience requirement depending on the title.

**(OVER)**

Full Engineer positions require a valid New York State Professional Engineer's license and four (4) years of full-time engineering experience in the appropriate field; a master's in engineering is often accepted as equivalent to one (1) year of experience. Additionally, assignment levels above Level I will require the candidate have at least one (1) year within the last three as a major contributor or project leader on a complex project. Administrative Engineer positions require the valid engineer's license as listed above as well as six (6) or more years of full-time engineering experience, at least two (2) years of which have been in an administrative, management or supervisory capacity. The Project Manager series of titles generally requires a BA/BS degree in engineering, business or public administration or closely related fields and one (1) or more years of full-time project management work, with the Administrative title requiring five (5) or more years of full-time experience, two (2) of which must have been in an administrative, management or supervisory capacity.

Applicants must be reliable and motivated self-starters, with demonstrated competence in their particular field and area of interest.

Excellent interpersonal skills expected.

Knowledge of Microsoft Office desired.

Interested candidates may **submit two copies** of their resume with a **detailed cover letter** in confidence to:

**NYC Office of the Comptroller  
Personnel Division #07-06  
One Centre Street, Rm. 710  
New York, New York 10007**

**OR**

**Email a copy of their cover letter and resume with the vacancy number in the subject line to: [Recruitment@comptroller.nyc.gov](mailto:Recruitment@comptroller.nyc.gov)**

**Equal Opportunity Employer M/F/H/V**

**Note: while we appreciate every applicant's interest, only those under consideration will be contacted.**