

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Construction Classification Specialist
Salary:	\$48,000 - \$52,496
Bureau/Division:	Bureau of Labor Law
Period:	June 2, 2014 – Until Filled

JOB DESCRIPTION

The Bureau of Labor Law performs investigations and determines the proper wages and supplements to be paid to workers in various job titles on New York City construction and building service contracts pursuant to sections 220 and 230 of the NYS Labor Law (the Prevailing Wage law), and section 6-109 of the NYC Administrative Code (the Living Wage law).

Under the supervision of the Director of Classifications, the Classification Specialist will assist the Bureau in performing its obligations under these labor laws. Responsibilities will include, but are not limited to, the following:

- Reviews and analyzes collective bargaining agreements and union documents to update schedules of prevailing wages and benefits;
- Determines appropriate trade classifications for construction workers on NYC public works projects;
- Assists with labor law investigations in obtaining detailed proof concerning allegations of possible violations of the various prevailing wage laws;
- Assists in the preparation and publication of the Comptroller's annual prevailing wage schedules;
- Interviews workers on prevailing rate investigations, prepare field notes and draft final reports concerning the nature of the construction work;
- Works extensively with legal staff to prepare for OATH hearings and trials; serve as a witness for the Comptroller in these matters;
- Works closely with the NYS Department of Labor, the NYC Office of Labor Relations and various city agencies, unions and contractors;
- Performs special projects researching and evaluating city contract bid documents, construction contracts and cost estimates.

MINIMUM QUALIFICATION REQUIREMENTS

- Four years of full-time satisfactory experience performing construction inspection or construction management work on construction projects; **or**

- A valid license as a professional engineer or registered architect issued by a board of examining engineers or architects; **or**
- BA/BS degree from an accredited college in construction, construction technology or construction management, or civil including structural, electrical, or mechanical engineering or engineering technology, or architecture, architectural technology; **or**
- A combination of the above sufficient to equal a total of four years of education and experience. Education leading to a baccalaureate degree in the areas described above will be credited on the basis of 30 semester credits for each year of acceptable experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated working knowledge of construction industry and related job titles expected.
- Excellent interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency).

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 2, 2014	POST UNTIL: Until Filled	JVN: #015-14-022
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The NYC Comptroller's Office is an Equal Opportunity Employer