

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Staff Engineer
Salary:	\$85,000 - \$98,000
Bureau/Division:	Bureau of Engineering
Period:	September 20, 2013 – Until Filled

JOB DESCRIPTION

The Bureau of Engineering provides engineering assistance and serves as the Comptroller's technical consultant on engineering matters. The Bureau analyzes public works contract claims, contract disputes in accordance with Section 93i of the New York City Charter and the alternative dispute resolution procedures mandated under Section 4-09 of the PPB rules. The Bureau is seeking an engineer experienced in the field of heavy construction for a Senior Staff Engineer position.

Under the direction of a Division Chief, with latitude for independent judgment and initiative, responsibilities include, but are not limited to, the following:

- Investigates and analyze complex construction claims and contract disputes;
- Undertakes research, inquiries, inspections, cost estimating, contract interpretation and delay/impact studies;
- Prepares comprehensive reports which addresses entitlement and damage, and provides settlement recommendations;
- Researches and evaluates contract and engineering matters of a complex or highly technical nature;
- Interacts with senior level personnel of the City as well as private construction, consultant and legal firms;
- Performs other related work and assignments as may be required.

QUALIFICATION REQUIREMENTS

- A valid New York State Professional Engineer's License and six (6) or more years of full-time experience in civil engineering. A master's degree in civil engineering from an accredited college will be accepted as equivalent to one year of the full-time experience in civil engineer.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience in administering NYC construction contracts and cost estimating highly desirable.
- Must display competence to participate in claim settlement negotiations.
- Excellent analytical, interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency).

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER WITH JVN NUMBER IN THE SUBJECT LINE TO:

Recruitment@comptroller.nyc.gov

OR

**NYC Office of the Comptroller
Personnel Division - JVN # 015-14-005
1 Centre Street – Room 710
New York, New York 10007**

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: September 20, 2013	POST UNTIL: Until Filled	JVN: 015-14-005
--	------------------------------------	---------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer