

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title: Division Chief – Electrical Claims

Salary: \$108,000 - \$113,000

Bureau/Division: Bureau of Engineering

Period: August 1, 2016 – 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, recommends disposition on, and negotiates contract disputes and claims between contractors and the City. The Bureau also provides liability and damage reports to the Comptroller's Bureau of Law and Adjustment for use in property damage tort claims. The Bureau is seeking an engineer experienced in the field of electrical construction to serve as Division Chief.

Under the direction of the Chief Engineer, the Division Chief – Electrical Claims directs and manages a staff of professionals in the electrical division, specifically, duties and responsibilities for the position include, but are not limited to, the following:

- Leads the team of professionals engaged in investigating and analyzing complex construction claims and contract disputes;
- Undertakes and supervises research, inquiries, inspections, cost estimating, contract interpretation and delay/impact studies;
- Prepares comprehensive reports which address 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;
- Testifies on behalf of the City as a witness at judicial proceedings including depositions, trials, and/or administrative proceedings;
- Performs other related work and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

A Bachelor's degree in electrical engineering from an accredited college and ten (10) or more years of progressively responsible experience in the planning, administering or expediting of construction and/or engineering design, two (2) or more years of which must have been in an administrative, or supervisory capacity.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience in managing major construction contracts, including two or more years supervising a staff of professionals is highly desirable;
 - Extensive knowledge of electrical construction materials, techniques and cost estimating expected;
 - A valid New York State License as a Professional Engineer;
 - Must display competence to hold pre-settlement conferences, and to participate in claim settlement negotiations;
 - Knowledge of Primavera and/or similar project management/scheduling software highly desirable;
 - Excellent interpersonal, communications, analytical and organizational abilities as well as Microsoft Office Suite proficiency expected.
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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: August 1, 2016	POST UNTIL: Until Filled	JVN: 015/017/003
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The NYC Comptroller's Office is an Equal Opportunity Employer