

**CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]**

CONSTRUCTION PROJECT MANAGER INTERN

Duties and Responsibilities

Under direct supervision, with very limited latitude for independent judgment and action, performs elementary level construction management work in the field or office and receives training in construction management work of moderate difficulty; performs related work.

Examples of Typical Tasks

Is trained in and assists in the following:

Accepting contractors' submissions of subcontractors for approval and ensures agency's review.

Ensuring that contractors comply with City vendor outreach programs.

Scheduling and running job meetings.

Ensuring that contractors acquire required permits and approvals.

Ensuring that contractors obtain and maintain required insurance.

Reviewing contractors' work for compliance with contract specifications.

Approving contractors' coordination of schedules.

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CONSTRUCTION PROJECT MANAGER INTERN (continued)

Examples of Typical Tasks (continued)

Reviewing and approving contractors' requisitions for payment.

Reviewing and ensuring that contractors comply with prevailing wage requirements and with site safety requirements.

Reviewing and approving contract changes in accordance with citywide procedures.

Acting as City representative in the filing of complaints with the Police Department or other agencies in the event of any unlawful activity on the construction site.

Identifying problems in construction and seeking their resolution.

Working with architect or engineer of record regarding change orders, interpretation of documents, shop drawing approvals and other architectural and engineering related issues.

When necessary, coordinates construction project with those of other agencies and entities.

Acts as agency liaison with the community or public.

Maintains contract files and written records of job progress.

Reviews contractors' time extension requests and makes recommendations to agency regarding approvals.

Reviews for approval materials used by contractor.

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CONSTRUCTION PROJECT MANAGER INTERN (continued)

Examples of Typical Tasks (continued)

Issues field memoranda to contractors to enforce contract compliance issues; makes recommendations to agency regarding necessity for liquidated damages and other contract enforcement mechanisms, including default.

Ensures the formulation of contractors' punchlist; reviews for approval and ensures completion of punchlist items.

Reviews contractors' dispute claims and advises agency; compiles contract project documentation bearing on these dispute claims.

Formally evaluates performance of contractors on standard citywide evaluation forms.

May oversee the work of consultant resident engineers and construction managers.

May order contractor to stop work due to site conditions or non-compliance with contract.

May supervise staff performing asbestos removal or lead abatement work involving removal or encapsulation of lead contained in or on any surface. Supervision requires use of protective clothing, respirator and mask.

Operates a motor vehicle to visit various job sites as required in the performance of the above tasks.

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CONSTRUCTION PROJECT MANAGER INTERN (continued)

Qualification Requirements

1. Four years of full-time satisfactory experience performing construction inspection or construction management work on construction projects; or
2. Four years of full-time satisfactory experience in building construction as a journey person in one of more of the skilled building construction trades; or
3. A valid license as a professional engineer or registered architect issued by a board of examining engineers or architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A baccalaureate degree from an accredited college in architecture, architectural technology, landscape architecture, construction, construction technology or construction management, or chemical, civil including structural, bridge design or sanitary, electrical, or mechanical engineering or engineering technology; or
5. A combination of "1," "2" and "4" above sufficient to equal a total of four years of education and experience. Education leading to a baccalaureate degree in the areas described in "4" above will be credited on the basis of 30 semester credits for each year of acceptable experience.

In addition, employees supervising asbestos removal or lead abatement staff must meet applicable regulatory and medical requirements. Employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to asbestos removal or lead abatement supervision.

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CODE NO. 34201

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CONSTRUCTION PROJECT MANAGER INTERN (continued)

License Requirement

Possession of a Motor Vehicle Driver License valid in the State of New York. Employees must maintain the license during their employment.

Direct Lines of Promotion

This is a trainee class of positions with a three year probationary period. At the end of two years of satisfactory probationary service and training, employees in this class of positions will mature without further examination to Level I of the title Construction Project Manager, subject to a one year probationary term in the title of Construction Project Manager. However, if a trainee has one year of construction management or inspection experience, he may be advanced to Construction Project Manager Level I at the end of one year, subject to a one year probationary term in the title of Construction Project Manager.

From: None

To: Construction Project
Manager (34202)