



Job Title	Assistant Project Manager
PVN ID	VA-2507-006936
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 28, 2025 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps their agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from a Fiscal Year 2006 baseline. To meet these goals, DEM is committed to collaborating very closely with the agency partners to help them achieve major emissions reductions in their buildings.

For this specific role, on behalf of DEM, CUNY BPL seeks an Assistant Project Manager to serve with DEM's Direct Install Lighting Upgrade Program within the Operations Unit. The Assistant Project Manager will be collaborating in the delivery of comprehensive energy efficiency lighting upgrades citywide, and in compliance with Local Law 88 of 2009. The Assistant Project Manager will assist coordinating, managing, and reviewing lighting projects. The person will also support financial project management tasks including reviewing and processing change order and invoices, tracking project metrics, and reporting program results. The position requires some energy efficiency knowledge, project management experience, and the ability to think strategically and make recommendations.

This is a hybrid position working on-site 3 days a week at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

Other Duties

Under the leadership of the Senior Project Manager, the person's responsibilities may include the following:

- Assisting with the delivery of lighting projects: Working closely with contractors and agencies, help manage design and construction for lighting projects, and ensure that projects are completed in a timely manner. Assist with the schedule of audits and project meetings. Review contractor proposals for accuracy. Resolve technical project issues.
- Performing project tracking and reporting: Maintain project-related documentation including work orders, scopes of work, cost proposals, invoices, and progress reports. Perform data collection and tracking necessary to ensure accurate on-demand reporting in a range of areas, including schedule timelines, budgets, scopes, and verify energy savings and emissions reductions.
- Managing invoicing and project close-out: Gather invoices and change orders and provide updates to tracking systems that document project costs.
- Conducting sites visits throughout the project lifecycle: Perform site visits to assess the progress of the projects; ensure projects' compliance with scopes and provide project updates.
- Supporting other DEM units: Provide information as requested by other programs/units.
- Other duties as assigned.

Qualifications

The ideal candidate will bring the following skills and experience to this position:

- Bachelor's degree in electrical, energy, facilities or other engineering field
- At least one year of satisfactory full-time experience in the design and construction of energy efficiency retrofits in diverse buildings that vary in age, size and use
- Familiarity with the National Electric Code and NYC electrical and energy codes
- Familiarity with energy usage, energy cost savings and greenhouse gas calculation methodology
- Familiarity with issues pertaining to energy efficiency in existing buildings
- Strong written and verbal communication skills
- Proficient computer skills, including Microsoft applications (Advanced Excel skills a must)