



Job Title	Project Manager, Capital Projects Implementation
PVN ID	VA-2507-006945
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Nov 24, 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 a Project Manager, Capital Projects Implementation. The Project Manager, Capital Projects Implementation will work in DEM's Capital Projects Implementation Team within the Operations Unit, under the guidance of the Senior Program Manager, Capital Project Implementation but in extremely close coordination with DEM's other units. The Project Manager's primary duty will be to manage consultants and contractors who are engaged in the design and construction of energy efficiency capital projects at City facilities.

NYC residency may be required for continued employment. Immigration sponsorship is not available under this program. This is a hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.

Other Duties

With considerable latitude for independent judgment and initiative, the Project Manager will be charged with the following responsibilities:

- 1) Manage energy efficiency project scoping: Working closely with contractors and consultants, develop and review scopes of work for energy efficiency projects and review completed Energy Audits and Energy Efficiency Reports (“EERs”) to help guide project selection and alternatives analysis.
- 2) Manage the design and construction of Energy Efficiency Projects: In close collaboration with contractors and consultants, manage the execution of design and construction for a portfolio of energy-related capital projects ensuring that projects are completed in a timely, cost-effective manner.
- 3) Perform technical calculations: Perform engineering calculations and energy modeling analysis to verify the reasonableness and accuracy of estimated energy usage reductions, energy cost savings, and avoided emissions for proposed energy efficiency projects.
- 4) Conduct site visits: Conducts field visits to assess energy usage reduction opportunities throughout the project lifecycle; making recommendations to refine proposed scopes of work; facilitate consultants and contractors’ walk-throughs with agency staff; ensure project compliance with the scope and schedule and perform measurement and verification activities.
- 5) Serve as a Liaison: Facilitate communication and schedule meetings with agency partners, consultants, and contractors during capital project implementation process. Actively troubleshoot issues and provide support towards their timely resolution.
- 6) Conduct program data collection: Update and maintain relevant DEM project tracking systems to ensure accurate, on-demand project reporting in a range of areas, including project compliance, measurement and verification of projects energy savings and avoided emissions; and projects’ contributions towards the City’s goals.

Qualifications

Minimum Qualification:

1. A baccalaureate degree from an accredited college or university in architecture or architectural technology; biology; building science; chemistry; construction management; energy management; engineering, engineering technology; environmental science; facilities management; physics; or a related field; or
2. Completion of an apprentice program, a minimum of two (2) years in length, in a construction trade with an emphasis on energy efficiency for buildings and two (2) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions to generate clean energy or reduce energy usage; or
3. Four (4) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions to generate clean energy or reduce energy usage; or
4. Education and/or experience equivalent to “1,” “2,” or “3” above. One (1) year of acceptable

experience will be credited for every 30 semester credits of undergraduate education in any of the fields described in “1” above. One (1) year of acceptable experience will be credited for a master’s degree in any of the fields described in “1” above.

License Requirement

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) and licenses.

Preferred Skills:

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

- 1) Three (3) years of experience in analyzing building energy efficiency technologies, equipment, and systems and specifying upgrades to improve energy performance.
- 2) Experience in the design and construction of energy efficiency retrofits in diverse buildings that vary in age, size, and use.
- 3) Familiarity with the National Electric Code and NYC electrical and energy codes.
- 4) Familiarity with energy usage, energy cost savings, and avoided greenhouse gas emissions calculation methodologies.
- 5) Strong knowledge of applicable IESNA/ASHRAE design codes, design standards, and specification requirements, with the ability to interpret and apply them to specific project scopes.
- 6) Expertise in managing program operations and budgets.
- 7) Strong written and verbal communication skills. 8) Proficient computer skills, including Microsoft applications.