

Job Title	Capital Project Administrator (Design and Construction)
PVN ID	VC-2204-004693
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Dept. of Design and Construction
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 20, 2022 (Or Until Filled)

General Description

GENERAL DESCRIPTION

CUNY is embarked on multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Capital Project Administrator (CPA), as a member of the project management team in the Office of Facilities Planning, Construction, and Management (FPCM), plays a vital role in the successful implementation of this program.

The CPS has primary responsibility for the implementation of capitally funded construction projects including the design and construction of new buildings, renovation projects, infrastructure projects, energy performance projects, repair projects, and capital maintenance projects at CUNY campuses.

Exercising independent initiative and judgment and working under the general direction of the Assistant Director (AD), the CPA has wide latitude in the implementation of his/her assigned capital projects. The CPA works collaboratively with numerous stakeholders including college, university, governmental and regulatory agency representatives, as well as consultant and construction teams, to successfully manage the projects to provide quality facilities, on time and on budget, that serve CUNY students, faculty, and staff.

Salary commensurate with experience and qualifications.

Posting open until filled.

Other Duties

DUTIES AND RESPONSIBILITIES

- Be in control for all projects under your responsibility and lead and drive completion on time and on budget.
- Identify and manage project dependencies and critical path.
- Under the supervision of the Assistant Director, Develop conceptual plans and budgets for facilities projects to support the fiscal decision-making process.
- Develop best practices for project execution and management.
- Develop and maintain project budgets.
- Draft and submit budget proposals and recommend subsequent budget changes.
- Plan, organize, manage, and participate in selection process of architectural/engineering, consultants, construction managers, and contractors.
- Participate in consideration of and recommend consultant fees.
- Prepare cost estimates and schedules for all capital projects such as new construction, rehabilitation, infrastructure, energy performance, remodeling, Mechanical/Electrical/ Plumbing, Fire Protection, or repair projects.
- In coordination with the Assistant Director, ensure and supervise preparation of construction documents and compliance to project program and budget for all projects; oversees the work of consultants, construction managers, and the contractors.
- Assemble bid documents and ensure adequate bidding process.
- In coordination with the Assistant Director, schedule project scope development, design, bidding timing to coincide with Board meetings.
- Review bid submissions, analyze the bids and provide timely recommendations.
- Ensure all City and State project authorizations and budget approvals are in place prior to bidding of the projects.
- Frequently update the CUNY Project Management System on the status of projects in relation to financial information, project schedule, progress report.
- Ensure that all required information, including State and City budget authorizations, bid results, total project cost, design and construction schedules, the low bidder qualification result, and project financial risk analysis are available prior to seeking approvals from CUNY and City University Construction Fund Board of Trustees.
- Prepare regular project management reports and keep the Assistant Director informed on the progress, status, and appropriate details of all projects.
- Responsible for turnkey delivery of all CUNY-managed design and construction projects from inception through completion. This includes conventional and CM at-risk projects.
- Responsible for handling planning, budgeting, and making key decisions to ensure construction projects are in conformity with the proposed budget and are completed on time.
- Attend and proactively participate in construction meetings to communicate with project managers, project management team, campus facility staff, and other parties involved in the construction project to discuss budgets, plans, and goals.
- Manage changes in project scope, identify potential crises, and devise contingency plans.
- Negotiate contracts, which involves negotiating contracts with vendors and other professionals, and renegotiating contracts with contractors and subcontractors when changes occur.
- Review, negotiate, and approve change orders with the CM and contractors and ensure fair value for the university.
- Review and approve payment certificates to contractors and consultants.
- Develop comprehensive understanding of project strategy and commitments including financial goals, scheduling, logistics, phasing, milestones, and inspections.
- Ensure jobsite operations are following design/specifications and lead and drive completion on schedule,

within budget and to quality standards.

- Demonstrate and maintain effective and open dialogue with the project team regarding changes in work, job conditions, contractor relations and any deviation in the direction of the project.
- Monitor and facilitate the resolution of construction contract disputes and claims.

Qualifications

QUALIFICATIONS AND CORE COMPETENCIES

Minimum Qualifications

- A bachelor's degree in engineering, architectural or construction-related curriculum.
- 5+ years of design and construction management experience as a Capital Project Administrator.
- Experience in project management methodologies, planning, cost control, construction economics, cost lifecycle analyses and financial management.
- Understanding of building components and construction.
- Knowledge of related regulations, New York City and New York State codes.

Preferred Qualifications

- NY State Professional Engineering License or NY State Architecture License.
- Master's degree in Engineering, Architecture or Construction Project Management.
- PMP Certification.
- Experience with New York State and/or New York City agencies and their regulations.
- Experience with New York State and/or New York City design and construction projects.
- Demonstrated project managements skills.
- Strong technical and analytical skills.
- Computer skills, including email, spreadsheets, databases, project management and presentation packages.

Core Competencies

- Good organizational and planning skills.
- Excellent written and verbal communication.
- Ability to work on multiple design and construction projects at one time.
- Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to multiple deadlines.
- Ability to prioritize competing work.
- Self and team motivator.
- Ability to be a team player.
- Ability to set project priorities and adjust implementation strategies.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Knowledgeable of capital and operating budgets.
- Alert and observant and looking for ways to improve processes.
- Out of the box thinker, creative, inventive and adaptable to situations.