



MAS Staten Island Center (MASSI)
180 Burgher Ave,
Staten Island, NY 10304
<https://massic.org/>

Construction Project Manager

Position Summary

Candidates will work closely with the construction manager to develop and implement a project construction management plan. This includes tasks such as scheduling, coordinating, budgeting, and supervising construction projects. The ultimate goal is to ensure the successful completion of the project from start to finish.

The chosen candidate for this position will be reporting directly to the construction manager, CM, as they have been hired directly by the owner of the project. It's a great opportunity for someone who is looking for a direct line of communication and a chance to work closely with the project's management team.

Primary/Essential Responsibilities and Duties

- Helping the construction manager in all aspects of the project, including quality, budget, schedule, procurement, and contract closeout.
- Ensure conformance to all applicable NYC codes and regulations, DOB regulations, site safety, and OSHA requirements.
- Prepare the pencil requisitions and submitting payment requests.
- Attending the weekly progress meetings with the owner and design professionals with emphasis and focus on timelines and preceding activities leading to scheduled milestones.
- Promote good work progress within the project schedule.
- Resolve field issues in cooperation with the design professionals.
- Monitor quality standards of all jobs, including subcontractor performance, and ensure that all quality assurance and quality control are being met.
- Ensure that all required inspections are scheduled as appropriate.
- Prepare weekly and monthly progress reports.
- Manage the administration of construction contracts and be responsible for obtaining and renewing required permits, licenses, and approvals.
- Provide technical assistance regarding construction methods and equipment.

- Track and control schedules and associated costs to achieve completion of projects on time and within budget.
- Provide guidance in resolving construction problems encountered.
- Investigate alternative work methods and materials that will either improve efficiency and/or the quality of the work performed.
- Coordinate with subcontractors and all trades to obtain Building Department inspections and signoffs.
- Coordinate with special/progress inspectors and commissioning agents.
- Prepare and maintain a project punch list(s).
- Prepare and track close-out documents.

Required Skills and Qualifications

Experience: 4+ years working as a Project Manager with a General Contractor or construction manager erecting new buildings in NYC

Education: A Bachelor's Degree in Engineering, Construction Management, Architecture, Construction Science, or relative building disciplines. Registered Architects and Licensed Professional Engineers are highly encouraged to apply.

Communication and Relationship with Others: Cooperates and communicates effectively with consultants, owners, subcontractors, general staff, and others. Encourages open communication and verbalization of opinions to identify and resolve problems. Maintains professional appearance when dealing with consultants and contractors. Proficient in English.

Skills and Attributes: Strong working knowledge of construction drawings, MEP systems, and NYC building codes. Self-managing and motivated; strong follow-through abilities, time management abilities based on priority. Negotiation skills, problem-solving, a sense of ownership, and a sense of urgency. Loyal, organized, strong oral and written communicator, striving for excellence, leadership, and a comprehensive understanding of architecture, engineering, construction, project scheduling, and budgeting. Must be highly organized and systematic.

Safety Credentials: Site Safety Training and OSHA Credentials must be current.

References: Strong professional verifiable references.

Technical: Knowledge of building systems, sub-structural, super-structural, MEPS architectural, and turn-key installations, and building sign-off process.

Technological: Must be proficient with: Document management applications, scheduling software, quantitative take-off software, Procore, Primavera P6 or similar, AutoCAD, Revit is a plus, standard AIA forms, NYC BIS and DOB: Now platforms and computer savvy.

Eligible for employment: Must be authorized to work in the United States.

Job Type: Full-time

Pay: \$100,000.00 - \$120,000.00 per year

Benefits:

Paid 2 weeks per year time off

Employee discount

Parental leave

Relocation assistance on a case-by-case basis

Cellphone and laptop

Schedule:

Monday to Friday

Weekend availability as required

Application Instructions

To apply for the job, interested individuals must submit their interest to

si.admin@masnewyork.org with electronic copies of a cover letter, resume, and list of three (3) references with contact information.

Work Location: One location

170-180 Burgher Ave,

Staten Island, NY 10304

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