

Position Overview:

The Senior Engineer reports to the Engineering VP within the Internal Audit Department. The Senior Engineer (“Engineer”) must follow standard review and compliance procedures to ensure that the contractor’s and/or consultant change order and payment requests are justified and reasonable. Engineer must ensure that the contractor is fulfilling or has fulfilled their contract obligations by reviewing contract documents, payment applications and conducting periodic site visits. If claims arise, Engineer is to utilize their expertise to assist NYCEDC staff to reach a settlement with claimant.

Responsibilities:

- Conducts desk and field audits or reviews of construction projects.
- Reviews change orders and non-competitive bids to ensure costs are reasonable.
- Verifies that the work in a change order is not already within the scope of the base contract and that the work is necessary by reviewing the contract documents.
- Conducts bid analysis on competitive bids to ensure bids are balanced and that proper procurement procedures are followed. If a proposal is sole sourced, EA is required to ensure proper procurement procedures were followed and that the sole source was properly justified.
- Reviews change orders and payments to ensure accuracy of contractors’ prices, labor rates, material costs & quantities, binding unit prices, equipment rates, allowable mark ups and calculations.
- Verifies that the labor rate is in compliance with the NYC Prevailing Wage Labor Law and/or Davis Bacon Act.
- Exercises professional judgement consistent with the NYCEDC guidelines to determine the extent of the review and compliance procedures necessary for evaluating the change order and payment requests.
- Reviews a breakout of labor rates of various construction trades submitted by contractors and/or consultants to determine reasonableness of supplemental benefits, taxes and insurances as allowed by Federal, State & NYC Law and industry standards.
- Reviews and audits payment applications of contractors and/or consultant in accordance with NYCEDC guidelines and with the general guidelines of the NYC Office of the Comptroller’s Directives to ensure the payment requests are justified and reasonable.
- Performs field audits to physically verify vouchered amounts and evaluate the quantity and progress of work. Ensures that all permits, insurance and public postings required by contract, law and other NYC entities are in compliance and available on site.
- Reports on contractor work progress and spot check head count of trades in the field as listed on documents provided by contractor.
- Prepares written field report of all findings based on site visits to construction projects.
- Performs desk audits of contractors, change orders and payment by preparing independent estimate and comparing them with the respective job’s price.
- For final completion of the project, ensures that the work has been satisfactorily completed, that all contract obligations are fulfilled, that all change orders are closed out; that all required close out documents are provided and in the case of delayed completed work that liquidated damages have been assessed or officially waived.
- Maintains and expands knowledge of current and new payroll & labor legislation, employment

taxation, benefits and insurance costs in a changing business environment.

- Assists in the preparation of presentation slides and gives presentations. • Coordinates and corresponds with various NYCEDC departments, contractors, consultants and chairs meetings.
- Reviews final work product of other Engineering Auditors.
- Mentors and trains Junior Engineers.
- Conducts audit analysis and prepare engineering portion of audit reports. • Provides technical consultation to financial auditors and other NYCEDC personnel.
- Provides technical analysis and consultation to NYCEDC counsel to reach settlement on affirmative claims.
- Other projects as needed.

Qualifications:

- Bachelor's Degree in Engineering or Architecture.
- 8+ years of experience in Construction, Construction Management, Engineering, Architectural design or related field.
- MS Office: Word, Excel, Outlook.
- Valid Driver's License.
- Experienced in Engineering Audit; heavy highway, infrastructure and building construction; construction management; cost estimating; bid analysis and construction scheduling.
- Familiar with Government procurement and contract documents.
- Strong written and verbal skills with ability to communicate clearly.
- Ability to work independently with minimal supervision, but yet be a team player by accomplishing related duties in a timely manner and meeting deadlines.
- New York City residence is required within 180 days.

Preferred Qualifications:

- Registered NYS Professional Engineering License
- Master's degree in Engineering, Finance or related field
- Bachelor's Degree in Civil Engineering
- Construction field work experience including the preparation of change orders and progress payments.

About the Internal Audit Department:

The mission of Internal Audit is to provide the organization with assurance that: internal controls are adequate; laws, regulations and managerial policies are adhered to; assets are protected; and operations are effective and efficient.

About NYCEDC

New York City Economic Development Corporation is the City's primary vehicle for promoting economic growth in each of the five boroughs. NYCEDC's mission is to stimulate job growth through expansion and redevelopment programs that encourage investment, generate prosperity and strengthen the City's competitive position. NYCEDC serves as an advocate to the business

community by building relationships with companies that allow them to take advantage of New York City's many opportunities. Additional information on NYCEDC can be found by visiting <http://www.nycedc.com/>.

Our Diversity & Inclusion Mission is to attract, retain, and engage a diverse workforce comprised of talented people. Like the city of New York, NYCEDC knows our strength comes from each of our connected parts, making the fabric of our organization better and stronger because of our unique employees' talents. NYCEDC employees can expect to work as part of a highly engaged, passionate and inclusive workforce where everyone's contributions are valued, respected and make an impact on one of the best and most diverse cities in the world!

The New York City Economic Development Corporation is an Equal Opportunity Employer. NYCEDC offers excellent benefits, including company-paid 401 (a) pension plan, 457(b) tax-advantaged retirement savings plans, medical, dental and vision benefits, and discounted gym memberships and movie tickets.

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