

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

### Great Community!

### Great Benefits!

### Great Work Culture!

**Job Title:** Engineering Audit Officer

**Job Status:** Full-time

**Department:** Real Property

**Salary Range:** \$100,000 - \$150,000

**Location:** 200 Liberty Street New York, NY 10281

As of January 6, 2022, all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

---

#### POSITION SUMMARY:

The BPCA is seeking to hire a highly motivated professional with experience in the fields of engineering, architecture, construction/construction project management, or construction auditing for the Engineering Audit Officer position. Reporting to the Chief Operating Officer (COO) for the Battery Park City Authority (BPCA), the Engineering Audit Officer primarily will lead reviews and desk audits of proposed and executed change orders pertaining to its \$1B+ capital plan. Additionally, they may conduct audits related to construction operations and internal controls, provide reasonableness assessments of contract value, and lead and/or participate in construction risk assessments. The successful candidate will have experience estimating, auditing and reporting on construction costs, contract compliance, and project reports.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**Essential Duties:**

The list of essential functions as outlined herein, is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews proposed/recommended construction change orders and other related construction contract changes such as, but not limited to, field orders and construction change directives to assess accuracy and reasonableness.
- Verifies that the work in a change order is not already within the scope of the original contract and verifies that the work is necessary and conforms to the drawing, specifications and designs.
- Reviews change orders and vouchers for accuracy of contractors' prices, labor rates, construction quantities, calculations and unit costs in cases of unit price contracts.
- Analyzes and verifies contractor labor billing rates, equipment billing rates and billing methods.
- Facilitates change order process to ensure timely review and approval of change orders in accordance with internal guidelines.
- Reviews non-competitive bids and proposals to ensure that costs are reasonable.
- Leads construction cost testing including reconciliation of invoices, purchase orders, and construction control documents.
- Advises on the appropriateness of contractor labor billing rates, equipment billing rates and billing methods.
- Reviews, analyzes, and summarizes construction claims and audits.
- Identifies cost savings and operational and business process improvements.
- Provides feedback to project and administrative staff on performance, engineering and construction audit matters.
- Conducts periodic desk audits of Change Orders, Construction Change Directives, and Field Orders to assess accuracy, appropriateness of scope, and reasonableness of cost.
- Other related duties as assigned.

**Qualifications:**

- Bachelor's degree in Engineering, Architecture, Construction Management, or related discipline.
- Experience with and knowledge of Project Management software, including Procore.
- Experience reviewing project plans and specifications.
- Experience performing takeoffs based on contract documents and utilizing estimating software to create estimates of cost on complex construction projects.
- Knowledge and fluidity in Microsoft Office: Word, Excel, and PowerPoint.
- Knowledge of construction management, construction cost estimating, and construction scheduling.
- Minimum 4 to 7 years of experience with design and construction audits, reviews, or assessments of construction risk areas: change orders, general conditions, material costs, labor costs, equipment costs, and bid processes.
- Strong knowledge of applicable laws, regulations, codes, policies, engineering standard practices, and business/operational practices of the construction industry.
- Experience reviewing contractual terms and conditions for contractor performance and deliverables.

**Preferred Qualifications:**

- One or more of the following certifications: Registered Architect, Professional Engineer, Engineer in Training, Certified Construction Auditor (CCA), Construction Control Professional (CCP), and Certified Internal Auditor (CIA).
- Strong construction field experience is preferred.
- Flexibility and the ability to multi-task successfully, able to adapt to changing priorities and circumstances, as necessary.
- Conflict resolution and negotiation skills.
- Excellent interpersonal skills, strong ability to work well with all levels of management, staff, team members, and business partners.
- Knowledge of public sector procurement processes.
- Strong time management and organizational skills.
- A high attention to detail.

[Apply Here](#)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.