

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Audit Engineer
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Audit / Engineering Audit
Period:	March 21, 2017 – Until Filled

JOB DESCRIPTION

The Bureau of Audit (Bureau) is responsible for conducting audits and other analyses of City-funded operations in accordance with the New York City Charter. The Bureau's Engineering Audit division includes professionals with engineering backgrounds who conduct engineering-related audits of City agencies' construction and capital programs, activities, and contracts.

The Bureau is seeking to hire a highly motivated professional with experience in the fields of engineering, architectural, and project or construction management for the Audit Engineer position. Under the direction of the Audit Manager, Engineering Audit Division, duties and responsibilities of the Audit Engineer include, but are not limited, to the following:

- Conduct research and assessment of City agencies' engineering programs, contracts and capital projects;
- Develop audit programs and relevant tests, and assist in developing audit schedules;
- Conduct performance audits in accordance with audit program and schedule, and ensure audit work is conducted in compliance with the Bureau's procedures and government auditing and professional engineering standards;
- Undertake inquiries, inspections, cost estimating, contract interpretation, trend analyses, and schedule and cost overrun impact studies;
- Review plans, drawings, specifications, and other relevant documentation;
- Perform engineering analyses, and evaluate written, testimonial evidence and field-observed data;
- Prepare audit documentation including memos, analyses, and draft audit reports detailing audit findings and recommendations;
- Interact with various levels of personnel of the City as well as private construction and consultant firms; and,
- Perform other related work and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A Bachelor's degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; **or**
2. Education and/or experience equivalent to "1" above.

Note: An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid New York State Professional Engineer's or Registered Architect license;
 - Excellent analytical, interpersonal, writing, presentation, communication, and organizational skills including Microsoft Office Suite proficiency;
 - Strong data analytics skills;
 - General knowledge of NYC infrastructure, Codes, Laws, Directives, construction contracts, contract administration practices, and performance measures;
 - Experience with project/audit management software/tools; and,
 - Familiarity with FMS, VENDEX, APT, OAISIS.
-

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 21, 2017	POST UNTIL: Until Filled	JVN: 015/017/066
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer