

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice**

Civil Service Title: Assistant Civil Engineer	Level:
Title Code No: 20210	Salary: \$48,126.00 - \$72,212.00
Office Title: Assistant Civil Engineer	Work location: 1 Centre St., N.Y.
Division/Work Unit: DRES	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Assistant Civil Engineer to work within the Division of Real Estate Services' (DRES). The Assistant Civil Engineer will be responsible to conduct field inspections and surveys of City-owned properties to assess existing property conditions and recommend actions to address repair and maintenance issues. The candidate under the direction of the unit director will prepare solicitations and bids for procuring contracted services such as pest control, sidewalk repair, installation of fencing, and similar work; will be responsible to oversee work performed by vendors and contractors and process payment requests submitted by vendors and contractors. In addition, the candidate will oversee civil engineering work related to waterfront works planning, design, construction, and operations, including efficiency and economic studies; reviews progress and/or inspects assigned construction projects for compliance with plans and specifications, including resolving constructability problems and issues; analyze civil engineering problems and work at effective solutions; perform difficult mathematical calculations; direct the work of paraprofessional engineering staff and consultants and prepare clear and concise reports.

Qualification Requirements

1. A Bachelor's degree in civil engineering from an accredited college and either one year of full-time satisfactory experience in civil engineering work or a Master's degree in civil engineering from an accredited college; or
2. A Bachelor's degree in civil engineering technology from an accredited college and a Master's degree in civil engineering from an accredited college and one year of full-time satisfactory experience in civil engineering work.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov
The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/005561. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/28/2009

Post Until: 11/28/2009

JVN: 868-2010-005561

The City of New York is an Equal Opportunity Employer.