

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M1
Title Code No: 10015	Annual Salary: \$49,492 / \$53,373 - \$136,198
Office Title: Chief, Maintenance & Repair	Work Location: 96-05 Horace Harding Expwy., Queens, NY
Division/Work Unit: Bureau of Water & Sewer Operation/Field Operations	Number of Positions: 1
Hours/Shift: 35 Hours/Day	Agency Tracking #: N/A

Job Description

Under the executive direction of the Director of Field Operations, Bureau of Water and Sewer Operations with the widest latitude for independent judgment and decision making, the selected candidate will serve as Field Operations Chief of Maintenance & Repairs. Candidate will be responsible for the overall maintenance and repairs functions of New York City's water supply distribution and sewer drainage system; directing a managerial staff in the management and oversight of complex problems during major system failures and breakdowns; directing inspections and analyses aimed at solving chronic problems, particularly in emergency situations such as major system failures, severe weather or flooding conditions; formulating operational and administrative policies; and serving as liaison with various organizations and community groups. Candidate will also oversee investigations of water complaints, investigations and resolutions of sewer back-ups and catch basin clogging and investigations of sewer complaints which require excavation; provide in-house consulting on extremely complex engineering problems related to NYC water supply system; prepare written reports, budgets and oversee contracts for the Director; establish programs and policies to ensure inspections and emergency repairs are performed in accordance with DEP standards and specifications and coordinate with other agencies, private utilities and the public; and advise the Director on all aspects of management and operations and assist in achieving and delivering long term plans and goals.

Qualification Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidate must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been as an Administrative Engineer.

Essential Skills

The selected candidate should have thorough knowledge of the operation of NYC municipal water supply and sewer system. Experience with NYC Construction methods and practices and overall knowledge of NYC water main and sewer construction. Excellent management skills including planning, coordination, problem solving and supervision. Ability to assess priorities and to properly coordinate multiple repairs sites. Computer aptitude and working knowledge of work order management systems as well as general Microsoft Office programs such as Excel, Word, and Outlook.

License Requirements- Possess and maintain a valid New York State driver's license. A valid New York State License as a Professional Engineer.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval

Post Date: 04/06/2011	Post Until: Filled	JVN: 826-11-85603-WSO
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The City of New York is an Equal Opportunity Employer