

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Director of Laboratory ( <i>Water Quality</i> )	<b>Level:</b> M2
<b>Title Code No:</b> 10055	<b>Annual Salary:</b> \$54,740 / \$59,032 - \$146,276
<b>Office Title:</b> Director of Laboratories	<b>Work Location:</b> 96-05 Horace Harding Expwy., Queens NY
<b>Division/Work Unit:</b> Bureau of Wastewater Treatment/Division of Laboratory Services	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours/ Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under general direction but exercising independent judgment, the selected candidate will manage and provide administrative and technical supervision of laboratories engaged in the performance of chemical analyses. The candidate will be responsible for establishing the protocol and evaluating performance based upon the EPA's and NELAC's guidelines for laboratory operations and accreditation; managing a group of analysts engaged in performance of chemical analyses to fulfill the regulatory and process control needs of all wastewater treatment plants and dewatering facilities operated by the Bureau; working with the Bureau's EH&S offices to fulfill the policies and protocols set forth to meet all the OSHA standards; evaluating manpower requirements and making recommendations for manpower planning; planning, requesting and managing all budget and purchase needs for the laboratories; participating in research projects and providing guidance for process planning; and providing guidance to Superintendents for proper collection and preservation of samples sent to laboratories and for analyses performed by the sewage treatment workers at the treatment plants.

**Qualification Requirements**

1. A Master's degree in an appropriate scientific field from an accredited college or university and four years of satisfactory, progressively responsible experience in a laboratory concerned with sanitary control and/or protection of a municipal water supply system; of which two years must be in a responsible supervisory or administrative capacity.
2. Education and/or experience equivalent to "1" above. However, all candidates must have two years responsible supervisory or administrative laboratory experience concerned with sanitary control or protection of a municipal water supply system.

**Essential Skills**

The selected candidate should have knowledge of process control of municipal sewage treatment plants and experience in budgeting and inventory control.

**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 -18<sup>th</sup> 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](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

**Post Date:** 04/06/2011

**Post Until:** 04/20/2011

**JVN:** 826-11-85667-WT

**The City of New York is an Equal Opportunity Employer**