

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M2	
Title Code No: 10015	Annual Salary: \$54,740 / \$59,032 - \$146,276	
Office Title: Section Chief of Project Development	Work Location: 96-05 Horace Harding Expwy., Queens NY	
Division/Work Unit: Bureau of Wastewater Treatment/Division of Project Coordination and Contract Management/Project Development Section	Number of Positions: 1	
Hours/Shift: 35 Hours/Day	Agency Tracking #: N/A	
Job Description		
Under the general direction of the Chief, Division of Project Coordination and Contract Management, the selected candidate will serve as Chief, Project Development Section; plan and direct the activities of a staff of engineers providing engineering support for plant upgrading, research, testing, and evaluation of new equipment and materials; make recommendations for changes in general specifications and updating of design standards for both new and ongoing projects; prioritize projects and coordinate work with Plant Superintendents and other bureaus; review plans and specifications for plant upgrades, stabilization and WP-112 projects; and represent the Division Chief at technical meetings with consulting engineers and other city bureaus and contractors.		
Qualification Requirements		
A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or environmental engineering work, at least two (2) years of which shall have been as an administrative engineer.		
Essential Skills		
The selected candidate should have the ability to communicate both orally and in writing with technical and non-technical staff. Experience in operations, design and construction of wastewater treatment facilities and related equipment. Knowledge of Bureau infrastructure, operation and regulatory requirements. In-depth knowledge of BEDC upgrade projects. Knowledge of contract procurement and administration process including contract compliance and change order procure.		
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 th 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: 04/20/2011	JVN: 826-11-85751-WT

The City of New York is an Equal Opportunity Employer