

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

Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M5
Title Code No: 10015	Annual Salary: \$74,988 / \$80,868 - \$188,665
Office Title: Director of Capital Planning, Budget & Engineering	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Bureau of Water & Sewer Operations/Executive	Number of Positions: 1
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A

Job Description

Under the Executive direction of the Deputy Commissioner, with widest latitude for independent judgement and decision making, the selected candidate will serve as Director of Capital Planning, Budget and Engineering for the Bureau of Water and Sewer Operations; responsible for the direction and operation of a staff of engineering professionals involved in the development and preparation of the Department's Capital Water and Sewer Design program; manage and direct Capital Program through development of business-case-based assessment of priorities; and develop and monitor metrics to achieve established goals. This work will include intergration of capital portfolio managed by the Department of Design and Construction as well as capital priorities established with the operating sections within the division. Candidate will oversee the review, approval and construction of various public and private projects for sewer/drainage facilities and water connection/usage throughout NYC's five boroughs; direct and supervise operations related to the review and approval of private drainage proposals and amended drainage plans and construction of private and public sewer and water facilities; oversee the review, approval and construction of various public and private projects for sewer/drainage facilities and water connection/usage throughout NYC's five boroughs; direct and supervise operations related to the review and approval of private drainage proposals and amended drainage plans and construction of private and public sewer and water facilities; develop and establish review methods and procedures; and ensure that all relevant work conforms to DEP's rules, regulations and requirements without having adverse impact on the City's sewer system and are conducted in accordance with established schedules and indicators, Candidate will also be responsible for the inspection of water and sewer connections performed by licensed plumbers and/or authorized contractors; providing direction to Division Managers responsible for the operation of Borough Record Offices, permitting operations and related review and approval of applications affecting water and sewer/drainage facilities; and representing the Department and Bureau in meetings with members of the private and public sectors.

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.

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

Essential Skills

The selected candidate should have an additional four (4) years of full-time paid engineering work experience as described in the above required qualifications. In Capital Planning and Budget, they should have a thorough knowledge of Operation of NYC municipal water supply and sewer system and experience with NYC construction methods and practices. In addition, overall knowledge of NYC water main and sewer construction.

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: 06/01/2011	Post Until: Filled	JVN: 826-11-87086-WSO
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The City of New York is an Equal Opportunity Employer