

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

Civil Service Title: Associate Project Manager	Level: 01
Title Code No: 22427	Annual Salary: \$57,129 / \$65,698 - \$82,737
Office Title: Associate Project Manager	Work Location: 10 Walker Rd, Valhalla, NY
Division/Work Unit: Bureau of Water Supply/ Eastern Operations	Number of Positions: 1
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A

Job Description

Working in the Eastern Operations Division, Eastview Region, Catskill/Delaware Ultra-Violet (UV) Disinfection Facility, under the supervision and direction of the Deputy Regional Manager and Plant Chiefs, the selected candidate will support, oversee and coordinate the technical functions and/or activities of all mechanical related installations and apparatus within the UV Facility. This includes, but is not limited to, equipment associated with backup generator facilities, boiler rooms, pumping systems and Heating, Ventilating, and Air Conditioning (HVAC) systems. The selected candidate will use mechanical engineering principles as required to make sound engineering decisions for equipment deficiencies and process disruptions; preparing, examining and reviewing mechanical portions or aspects of plans for construction, remodeling, operations maintenance or repair work at the UV Facility; providing support and making recommendations to the operations and maintenance staff including equipment trouble shooting; recommending optimal process efficiencies; preparing technical specifications, engineering plans, contract bid packages and reports; preparing and obtaining quotes and estimates to procure needed supplies, equipment, tools and services; may perform contractor oversight; conducting complex and important research, investigations, studies or examinations related to the mechanical functions or other activities at the UV Facility; and will comply with and adhere to all environmental health and safety policies and guidelines.

Qualification Requirements

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; *or*
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; *or*
3. A four year high school diploma or its educational equivalent plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for: (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration; (b) a Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect. Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

Essential Skills

N/A

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: 05/25/2011

Post Until: 06/09/2011

JVN: 826-11-87103-WS

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