

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Revised
Citywide Job Vacancy Notice

Civil Service Title: Administrative Project Manager	Level: M1
Title Code No: 83008	Annual Salary: \$49,492 / \$53,373 - \$136,198
Office Title: Asset Manager	Work Location: 3701 Jerome Avenue, Bronx, NY
Division/Work Unit: Bureau of Water Sewer & Operations/Croton Filtration Plant	Number of Positions: 1
Hours/Shift: N/A	Agency Tracking #: N/A

Job Description

Under general or broad direction, with latitude for independent initiative and judgment, the selected candidate will manage the Facility Asset Management Program [FAMP] providing for maintaining the Croton Filtration Plant in an optimal operational state. The goal of the FAMP is to ensure safety of the work environment within the facility, improve overall system reliability, reduce life-cycle cost of facility assets, and promote sustainability and energy efficiency. The Asset Manager will supervise facility engineering, computer, and trades personnel; manage facility maintenance using CMMS; maintain facility software and computer networks; establish performance standards, procedures and methods for the FAMP including the use of RCM; prepare procurement plans and cost estimates for budget recommendations; research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; select, train and evaluate personnel; and provide and coordinate personnel development.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

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: 04/9/2012

Post Until: Until Filled

JVN: 826-12-100186-WSO

The City of New York is an Equal Opportunity Employer