

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

Revised

Civil Service Title: Associate Public Health Sanitarian	Level: 02
Title Code No: 31220	Annual Salary: \$56,603 / \$65,094 - \$85,638
Office Title: Supervisor, Environmental, Health & Safety Training & Administration	Work Location: 59-17 Junction Blvd., Flushing, NY 11373
Division/Work Unit: Bureau of Water & Sewer Operations/Environmental Health & Safety	Number of Positions: 1
Hours/Shift: 40 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water & Sewer Operations Environmental, Health & Safety (EHS) Division, Program Development Section and reporting to the EHS Program Development Manager, the selected candidate will serve as the Supervisor of EHS Training & Administration and perform the following duties: assist the Program Development Manager in shaping the EHS and water system operator training programs; develop and implement training which include regulatory based and equipment specific programs; identify training needs based on existing, revised, and new EHS policies and regulations; serve as Training Coordinator for the bureau: track, schedule, and conduct specific training to personnel as required; oversee EHS training contracts; participate as member of the agency's training committee; provide training reports and figures on an as needed basis; assist bureau EHS staff during compliance assessments; advise the Program Development Manager of issues with regard to maintaining EHS compliance; implement established tools to maintain compliance and measure effectiveness; assist in developing new tools/mechanisms for improving program compliance and achieving continuous quality improvement; participate in conducting compliance assessments; assist in monitoring all compliance deadlines; serve as office administrator: oversee the division's procurement and other general office functions; and supervise the EHS training/curriculum development and administrative staff.

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 30 credits in the biological and/or physical sciences, and two years of satisfactory full-time experience performing inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food, drugs and general environmental sanitation; *or*
2. An associate degree from an accredited college, including or supplemented by 12 credits in the biological and/or physical sciences, and four years of satisfactory full-time experience as described in "1" above; *or*
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least 60 credits from an accredited college, including at least 12 credits in the biological and/or physical sciences and at least two years of experience as a public health sanitarian.

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

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 4/9/2012	Post Until: Until Filled	JVN: 826-12-100191-WSO
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The City of New York is an Equal Opportunity Employer