

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

Civil Service Title: Administrative Engineer	Level: M3
Title Code No: 10015	Annual Salary: \$60,740 / \$65,503 - \$162,014
Office Title: Facility Manager	Work Location: Various Locations
Division/Work Unit: Bureau of Wastewater Treatment/Division of Plant Operations	Number of Positions: 3
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under general direction, with wide latitude for the exercise of independent judgment, the Facility Managers are accountable for all facets of operations at one or more New York City wastewater treatment plants. Specific duties include, but are not limited to, supervision of civil service staff in various work titles to ensure that each plant efficiently complies with all regulatory requirements in a safe and productive manner; administer each plant's expense budget, including energy, chemicals, overtime, parts inventory, and contract services; establish expectations for staff productivity, consistent with departmental work rules and contractual agreements; provide technical guidance regarding specific process operations; and attend meetings with regulatory authorities, elected officials, labor representatives, the community, and environmental groups to respond to particular issues at his plant. The Facility Managers will also be directly involved in the planning and oversight of daily work activities, using a computerized maintenance management system to assure the reliability of key agency assets; and the hiring, promotion, and discipline of employees at assigned locations.

As the treatment plants operate around the clock, the Facility Managers are expected to be on 24-hour call to respond whenever necessary and is also expected to travel between assigned plants as necessary to carry out duties.

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 air pollution control engineering work, at least two (2) years of which shall have been as an administrative engineer.

Essential Skills

1. A valid NYS driver's license.
2. Word processing and spreadsheet program skills are necessary.

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: 4/26/2012	Post Until: 5/9/2012	JVN: 826-12-100586-WT
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The City of New York is an Equal Opportunity Employer