

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

<b>Civil Service Title:</b> Associate Project Manger	<b>Level:</b> 03
<b>Title Code No:</b> 22427	<b>Annual Salary:</b> \$75,981 / \$87,378 - \$103,007
<b>Office Title:</b> Associate Project Manager	<b>Work Location:</b> 5 Jay Street, Katonah, NY
<b>Division/Work Unit:</b> Water Supply/Operations	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Working in the Eastern Operations Division, under general direction of the Chief, the selected candidate will assist in operating and maintaining reservoirs, high hazard and small dams, more than 120 structures including two (2) large chlorination facilities with associate Risk Management Plans (RMPs), one (1) fluoridation facility and numerous back-up flow and treatment facilities. Additionally, the selected candidate will assist in the support of Environmental Health & Safety (EH&S) programs; assist in overseeing the Land Management Program, ensuring lands are inspected and posted as required, encroachments and other illegal activities are identified and reported, and land disputes are resolved; assist in the continued development, implementation, and maintenance of the dam safety program; assist in overseeing subordinate managers and supervisors in the evaluation, training, schedule, and daily work of staff involved in the operations maintenance and repair of the water supply system, reservoirs, equipment, structures, and related appurtenances; assist in providing direction and guidance to staff responsible for maintenance of all water treatment systems within Eastern Operations including water supply aqueducts, adjacent reservoirs, controlled lakes, treatment equipment, storage aqueduct conveyance structures and related appurtenances; assist in preparing and revising all Standard Operating Procedures and engineering contracts; assist in developing and maintaining productivity and efficiency measurements (Quantitative Data) for workgroups in Eastern Operations; and may be required to supervise Eastern Operation staff to ensure the proper maintenance and repair of the Bureau's infrastructure.

**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:

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*

A four year high school diploma or its educational equivalent and five years of experience as described in paragraph "1" above; *or*

A four year high school diploma or its educational equivalent plus any combination of college education and/or experience described in paragraph "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 paragraph "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect.

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in paragraph "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project.

**Essential Skills**

**Preferred Skills:** Experience in environmental health and safety, environmental sciences, public health, industrial hygiene, environmental law. Engineering or safety engineering is preferred. Excellent analytical, research, interpretive, writing, communication, and organizational skills. This position requires administrative, professional and technical work of significant complexity requiring knowledge, skills and abilities consistent with good engineering practices. Candidate must have a proven record of leading cross-functional teams that deliver large and small-scale projects on schedule and within budget constraints by aligning people, process, and technologies. Proficiency in computer utilization for report writing, spreadsheet production, database construction, and statistical

**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 -18<sup>th</sup> 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](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Appointments are subject to OMB approval.

<b>Post Date:</b> 4/26/2012	<b>Post Until:</b> 5/9/2012	<b>JVN:</b> 826-12-100606-WS
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