

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

Civil Service Title: City Planning Technician	Level: N/A
Title Code No: 22121	Annual Salary: \$32,824 / \$37,748 - \$50,355
Office Title: City Planning Technician	Work Location: 96-05 Horace Harding Expway, Corona, NY
Division/Work Unit: Bureau of Water and Sewer Operations/Executive	Number of Positions: 2
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water and Sewer Operations Executive Division, under direct supervision with limited latitude for independent judgment, the selected candidate will serve as Assistant to the Project Manager and will participate in the development and codification of standard operating procedures for different operational, administrative and management functions within the Bureau; assist in document control and revision cycles for these procedures; will work with Bureau divisions to ensure appropriate training of the procedures occurs; interact with Bureau technical staff; assist in coordinating the development, collection and tracking of performance metrics for different bureau functions and divisions; and monitor and perform analysis of these metrics as well as analysis and dissemination of the data collected for use in operations, asset management and financial planning.

Qualification Requirements

1. A baccalaureate degree from an accredited college; *or*
2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and two (2) years of satisfactory full-time experience of the type listed under "Examples of Typical Tasks"; *or*
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have completed at least 60 college credits.

Essential Skills

Background in budgeting, water utility management, public administration, management science or a related field is preferred. Familiarity with operation of water, wastewater, and sewer utilities/public works activities. Strong oral and written communication skills are required. Extensive computer skills including MS Excel, Visio, PowerPoint, Word, Access, Crystal Report, or other reporting tools are a plus.

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: 05/29/2012

Post Until: Until Filled

JVN: 826-12-101554-WSO

The City of New York is an Equal Opportunity Employer.