

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

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M1
<b>Title Code No:</b> 83008	<b>Annual Salary:</b> \$49,492 / \$53,373 - \$136,198
<b>Office Title:</b> Deputy Chief Wastewater Operations	<b>Work Location:</b> 7870 Route 42 Grahamsville, NY
<b>Division/Work Unit:</b> Bureau of Water Supply/ Wastewater Operations	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Days	<b>Agency Tracking #:</b> N/A

**Job Description**

Working in the Division of Wastewater Operations, reporting directly to the Chief of Wastewater Operations, the selected candidate will serve as Deputy Chief supervising and coordinating the day to day operational activities of seven wastewater treatment facilities in the Bureau of Water Supply. The selected candidate will also ensure that all plants are operated and maintained in an efficient and safe manner; comply with all departmental, federal, state and local regulations and guidelines; advise the Chief of Wastewater Operations on all pertinent issues regarding plant performance, engineering and management and ensure the Chief is aware of all significant issues; assist with the oversight of design review for all treatment plant upgrades, improvement and sewer extensions; review Wastewater Treatment Plant (WWTP) Emergency Action plans to ensure implementation and provide updates as necessary; coordinate with the Deputy Chief of Engineering and Technical Maintenance to maintain and improve the maintenance tracking system for the Division; ensure the facilities are inspection ready at all times including meeting all health and safety regulations and guidelines; prepare reports, trend analysis documents; prepare plans and specification for maintenance and construction contracts; and coordinate with divisional staff and plants on the annual spending plan for expense and health and safety expenditures.

**Qualification Requirements**

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*

A four year high school diploma or its educational equivalent and nine years of experience as described in paragraph "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*

Education and/or experience equivalent to paragraphs "1" or "2" above. An accredited Master's degree in one of the disciplines described in paragraph "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.

All candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in paragraph "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 -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.

**Post Date:** 05/29/2012

**Post Until:** 06/12/2012

**JVN:** 826-12-101555-WS

**The City of New York is an Equal Opportunity Employer.**