

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

<b>Civil Service Title:</b> Associate Project Manager	<b>Level:</b> 02
<b>Title Code No:</b> 22427	<b>Annual Salary:</b> \$62,942 / \$72,383 - \$92,249
<b>Office Title:</b> Accountable Manager	<b>Work Location:</b> Various Upstate locations
<b>Division/Work Unit:</b> Engineering Design & Construction/Water Systems Capital Program	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under general supervision of the Portfolio Manager, the selected candidate is responsible for planning, coordinating and directing the implementation of the design and construction of projects in the New York City watershed. These projects may include rehabilitation of wastewater treatment and conveyance facilities; water supply projects such as aqueduct and shaft related projects, dams, or support facilities; or other miscellaneous projects in the New York City watershed. The designer and/or construction manager may be consultant or in-house staff. The Accountable Manager is responsible throughout a project lifecycle. Responsibilities may include but not limited to the following; lead scope development and implementation with the Operating Bureau to address functional and operational issues; manage the scope, schedule and budget of assigned project; provide technical review of reports and designs; review, prepare and/or approve of all project deliverables in accordance with Bureau guidelines and manual; participate in the Risk Management process; ensure all permits have been obtained and permit requirements are adhered to; and evaluate consultant performance based on contract requirements.

**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:

1. 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
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; *or*
3. A four year high school diploma or its educational equivalent plus any combination of college education and/or experience described in "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 "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect. Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

**Assignment Level II: Special Requirements**

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

**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:** 6/11/2012

**Post Until:** 6/25/2012

**JVN:** 826-12-101986-EDC

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