

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Assistant Civil Engineer	<b>Level:</b> N/A	
<b>Title Code No:</b> 20210	<b>Annual Salary:</b> \$48,126 / \$55,345 - \$72,212	
<b>Office Title:</b> Assistant Design Engineer	<b>Work Location:</b> 96-05 Horace Harding Expwy., 5 <sup>th</sup> floor	
<b>Division/Work Unit:</b> Bureau of Engineering Design & construction/In-House Design	<b>Number of Positions:</b> Continuous Vacancies	
<b>Hours/Shift:</b> 35 Hours per day/Day	<b>Agency Tracking #:</b> N/A	
<b>Job Description</b>		
Under direct supervision, the selected candidate will assist in the origination of structural/civil design work, which includes but is not limited to design criteria, calculations, drawings and specifications. As an Assistant Design Engineer, will engage in quality assurance, code compliance, permit identification and submittals. Candidate will also work with other disciplines on project development, status and delivery and the development of quantity take off and investigation for cost control during preparation of change orders.		
<b>Qualification Requirements</b>		
<p>1. A baccalaureate degree in civil engineering from an accredited college and either one year full-time satisfactory experience in civil engineering work or a Master's degree in civil engineering from an accredited college; <i>or</i></p> <p>2. A combination of a Bachelor's degree in civil engineering technology from an accredited college and a Master's degree in civil engineering from an accredited college plus one year full-time satisfactory experience in civil engineering.</p>		
<b>Essential Skills</b>		
The selected candidate should the ability to interpret and prepare drawings; quantity take-off; strong technical presentation and communication skills; knowledge of methods and material use in design & construction; AutoCad software application and Microsoft Word and Excel applications.		
<b>To Apply:</b>		
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 <i>OR</i> 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: <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a>		
For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a> Appointments are subject to OMB approval		
<b>Post Date:</b> 08/15/2011	<b>Post Until:</b> 12/30/2011	<b>JVN:</b> 826-12-87793-EDC

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