

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

Civil Service Title: Associate Project Manager	Level: 01
Title Code No: 22427	Annual Salary: \$57,129 / \$65,698 - \$82,737
Office Title: Associate Project Manager	Work location: 10 Walker Road, Valhalla, NY10595
Division/Work Unit: Bureau of Water Supply/ Operations	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Working in the Eastern Operations Division, Eastview Region, Catskill/Delaware Ultraviolet (UV) Disinfection Facility, under the oversight and direction of the Deputy Regional Manager, the selected candidate will plan, coordinate and direct the implementation of functions/activities of all mechanical related installations and apparatus within the UV Facility; will prepare, examine and review the mechanical and other portions or aspects of construction, remodeling, operations maintenance or repair work plans at the UV Facility and will provide support and make recommendations to all Chiefs, the Regional Manager and Deputy Regional Manager. The selected candidate will establish project time and cost schedules, review all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates; advise and make recommendations in formulating project needs, options, and consequences; prepare reports and may obtain quotes and estimates to procure needed supplies, equipment, tools and services; will support and contribute to a computer management information system to provide data for planning and control related to the mechanical and other portions of the UV Facility; oversee the consultant selection and contracting process as it relates to the mechanical and other aspects of the UV Facility; and comply with and adhere to all environmental, health and safety policies and guidelines.

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, engineering technology, architecture, architectural technology, 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 approved by a State Department of Education or a recognized accrediting organization and five years of experience as described in "1" above; *or*
3. A four-year high school diploma or its educational equivalent approved by a State Department of Education or a recognized accrediting organization 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, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) a Master's 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.

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 -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

Appointments are subject to OMB approval.

Post Date: 07/11/2011

Post Until: 07/25/2011

JVN: 826-12-88135-WS

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