

**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> Regional Manager	<b>Work Location:</b> 2389 Route 28A, Shokan, NY
<b>Division/Work Unit:</b> Bureau of Water Supply/Western Operations	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under direction of the Chief, Western Operations Division, with broad scope for the exercise of independent initiative, judgment and decision making, the selected candidate will serve as Regional Manager of the Shokan Region responsible for approximately 50 staff. This position requires managerial, administrative, professional and technical work of significant complexity requiring knowledge, skills and abilities consistent with project management and extensive knowledge in related areas. Candidate will be responsible for the operations and maintenance of 2 large water supply reservoirs, 2 high hazard classified dams, 8 dikes, more than 20 facilities including a hydro-electric plant, over 40 miles of City maintained highways, approximately 30,000 acres of watershed lands, numerous bridges, tunnel access and vent shafts, and approximately 60 miles of tunnel and aqueduct; supervise the operation and maintenance of the region's water supply facilities, lands and highways to ensure the continued reliability of New York City's Water Supply System and the compliance with applicable state and federal regulations; oversee the preparation of all Discharge Monitoring Reports for discharges at water supply facilities in the region; focus on continuous improvements of assigned facilities and lands through preventive maintenance, repair and capital expenditures; oversee the design review for all design and construction contracts on region water supply facilities, lands and highways; ensure compliance with all applicable health and safety policies and procedures and environmental regulations (EH&S); responsible for procurement and budgeting of necessary supplies and services to support regional operations and EH&S compliance; and advise the Division Chief on all operational and EH&S issues and ensure the Division Chief is aware of significant events or issues in a timely manner.

**Qualification Requirements**

1. 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*
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "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. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "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.

<b>Post Date:</b> 07/13/2011	<b>Post Until:</b> 07/27/2011	<b>JVN:</b> 826-12-88522-WS
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**The City of New York is an Equal Opportunity Employer**