

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

**Revised**

**Upstate Job Vacancy Notice**

<b>Civil Service Title:</b> Industrial Hygienist	<b>Level:</b> 02
<b>Title Code No:</b> 31305	<b>Annual Salary:</b> \$47,251 / \$54,339 - \$63,506
<b>Office Title:</b> Industrial Hygienist	<b>Work Location:</b> 20 NYC Highway 30A, Downsville, NY
<b>Division/Work Unit:</b> Bureau of Water Supply/ Operations	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Working in the Downsville Region, Western Operations Division, reporting directly to the Regional Manager, candidate will serve as Compliance Assistant, assisting the Regional Manager in evaluating the effectiveness of program compliance with respect to departmental environmental, health and safety policies, procedures, and guidelines. Candidate will implement established tools to maintain compliance and measure effectiveness. Candidate will develop new tools/mechanisms for improving program compliance and achieving continuous quality improvement through a feedback loop whereby compliance status is shared with the Supervisor of Compliance and all affected personnel. Candidate will monitor all compliance deadlines through databases, spreadsheets, Consent Orders, and work with the Regional Supervisor and Technical Service Engineer to meet watershed events. Candidate will advise the Regional Manager of issues with regard to maintaining compliance, with ample time to develop and implement corrective action. Candidate will liaison with the section's EHS staff, division compliance advisor, and bureau EHS staff to report on program performance, receive information regarding new EHS regulations, share lessons learned and assimilate the same from other regions, sections, divisions, and bureaus. Candidate will perform periodic site visits and field inspections to facilitate program assessment and verify implementation of corrective actions associated with audits, environmental release reports, accident reports, notices of violations, etc. Candidate will act as Training Coordinator for the Region – tracking, scheduling, and responsible for giving specific training to personnel as required. Candidate will also be Plan Administrator for Facilities Emergency Action Plans – reviewing and updating the plans as needed. Will also perform Job Hazard Analyses and updates on Personnel Protective equipment / Job Hazard Assessments to ensure that employees have the Personnel Protective Equipment needed to do their jobs safely.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college including or supplemented by 28 semester credits in industrial hygiene, environmental health science, occupational health science and/or safety engineering; *or*
2. A baccalaureate degree from an accredited college including or supplemented by 28 semester credits in the physical or natural sciences, civil engineering, mechanical engineering, environmental engineering, chemical engineering and/or toxicology and one year of satisfactory, full-time experience in the identification, evaluation and control of health and safety hazards; *or*
3. A baccalaureate degree from an accredited college and two years of satisfactory full-time work experience as described in “2” above. A combination of education and experience that is the equivalent of the course work and/or experience described in “1”, “2”, and “3” above. Semester credits from an accredited college in industrial hygiene, environmental health science, occupational health science and/or safety engineering may be substituted for experience on the basis of 7 semester credits equals 6 months of experience, up to a maximum of 28 semester credits. Semester credits from an accredited college in the physical or natural sciences, civil engineering, mechanical engineering, environmental engineering, chemical engineering and/or toxicology may be substituted for experience on the basis of 7 semester credits equals 3 months of experience, up to a maximum of 28 semester credits. However, all candidates must have a baccalaureate degree from an accredited college.

**License Requirements** - A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

**Special Note:** To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, one year of satisfactory full-time work experience in the identification, evaluation and control of health and safety hazards.

**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> 12/5/2011	<b>Post Until:</b> 12/19/2011	<b>JVN:</b> 826-12-89693-WS
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**The City of New York is an Equal Opportunity Employer**