

City of New York
DEPT OF ENVIRONMENT PROTECTION
Job Vacancy Notice

Civil Service Title: Administrative Project Manager	Level: M6
Title Code No: 83008	Annual Salary: \$82,486 / \$88,954 - \$195,590
Office Title: Program Director	Work location: 96-05 Horace Harding Expwy., 5 th Floor
Division/Work Unit: Administration	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: NA

Job Description

The Program Director of the \$2.1 billion Water for the Future (WFF) Capital Program is responsible for overseeing the successful delivery of the program to repair the Delaware Aqueduct. This position entails oversight of the engineering design, construction and start-up of a by-pass tunnel around the leaking section of the aqueduct as well as implementation of a variety of highly complex water supply projects necessary to allow the tunnel to be out of service for the connection period. As the Program Manager, the selected candidate will be responsible for all project delivery, public outreach, legal, contracting, health and safety, and environmental permitting aspects of the program requiring significant coordination with other Bureaus throughout the Agency and governmental agencies throughout the region. The selected candidate will be responsible for managing a group of approximately 25 engineers, project controls, project managers, and construction managers in the execution of the capital program consistent with the Program Execution Plan and Bureau project delivery and construction management procedures; oversee and direct capital program delivery with the emphasis on scope, schedule and budget management throughout the project life cycle; communicate with executive staff, managers, clients, and others to ensure that capital projects meet the operating bureau's needs while remaining within strict budget and schedule constraints; and manage staff alignment with bureau's vision and goals. The selected candidate will also be required to make presentations at various public meetings and hearings with community boards and citizen advisory committees, meet with elected officials to discuss projects, and represent DEP with other governmental bodies, City Departments, elected officials, community groups, and policy making task forces.

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 or administration 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", "2" above. An accredited Masters degree in one of the disciplines 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 administrative, managerial, executive or supervisory experience as described in "1" above.

Essential Skills

Demonstrated leadership in effectively advancing a large capital program. Experience delivering under a program management structure with expertise in each of the core areas of project management including scope, schedule, cost, quality, risk, resource, and safety management. Experience in planning, design and construction phases of large capital projects. Understanding of complex construction contracting issues. Managerial experience overseeing a diverse technical staff including demonstrated ability to motivate team to meet program objectives. Excellent oral and written communication skills. Experience monitoring schedule and cost performance and implementing project controls systems to manage program performance and variance.

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: 08/22/2011

Post Until: 09/06/2011

JVN: 826-12-91443-EDC

The City of New York is an Equal Opportunity Employer.