

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

Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M2
Title Code No: 10015	Annual Salary: \$54,740 / \$59,032 - \$146,276
Office Title: Chief of Capital Coordination	Work Location: 96-05 Horace Harding Expwy., Queens
Division/Work Unit: Bureau of Water and Sewer Operations/Distribution Operations/Management & Support	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The selected candidate will report to the Director of Distribution Operations. The selected candidate will serve as the Bureau's Chief of Capital Coordination developing and managing a capital planning queue which will be used to receive individual capital requests from the Bureau's Operating Divisions; will supervise a staff of engineers and technical personnel charged with the coordination and development of business cases to be forwarded to the Bureau of Engineering Design and Construction (BEDC); and will supervise a staff of engineers and technical personnel responsible for creating and managing Task Order Contracts (TOCs) and Job Order Contracts (JOCs). In addition, the candidate will also serve as the Bureau's lead in the Agency program "Water for the Future" and review augmentation proposals for feasibility and implementation within the Bureau's Operating Strategies.

Qualification Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been as an administrative engineer.

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: 12/6/2011

Post Until: 12/20/11

JVN: 826-12-96073-WSO

The City of New York is an Equal Opportunity Employer