

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

Repost

Civil Service Title: Project Manager	Level: N/A
Title Code No: 22426	Annual Salary: \$48,126 / \$55,345 - \$72,212
Office Title: Project Manager	Work Location: Parks Dept. Olmsted Center, Queens, NY
Division/Work Unit: Green Infrastructure	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The Green Infrastructure Unit is a program within the Parks Department that is partnering with the Department of Environmental Protection's (DEP) Office of Green Infrastructure. Our work focuses on stormwater capture in priority Combined Sewer Overflows (CSO) tributary areas, primarily in the right of way. This partnership not only improves the functioning of the city's sewer system, it transforms grey space into green, providing New Yorkers with all of the commensurate benefits green space performs. The Parks Department's Forestry, Horticulture and Natural Resources division is responsible for citywide urban forestry, ecological and horticulture initiatives, policy standards and performance measures, including street tree planting, Greenstreets, Green Infrastructure, natural areas restoration and horticultural training and education.

Under direction of the Green Infrastructure Director, the selected candidate will assist in design work and construction project management; help to develop new Green Infrastructure methods and strategies; monitor progress and prepare reports on design and construction projects, tracking project milestones and budgets; assist in the preparation of Requests for Proposal, grant applications and related documents for Green Infrastructure; prepare and present design plans to Directors, Deputy Chiefs, Chiefs and others; work with staff to identify site locations, present plans, and approve other Agency work; and provide design and construction assistance and support to superiors and subordinates on complex landscape architectural matters.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, 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 and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration. Experience which is primarily of a design nature is not acceptable towards meeting the minimum requirements.

Preferred Qualifications: Graduation from an accredited college with baccalaureate degree in Landscape Architecture; or A valid New York State Registration as a Landscape Architect.

Preferred Skills

Knowledge of sustainable urban design and Green Infrastructure principles, including LEED certification; Sustainable design experience and knowledge; Construction Project Management experience and knowledge; Excellent communication, interpersonal and organizational skills; Fluency in AutoCAD and Adobe Suite; Proficiency in Microsoft Word and Excel, PowerPoint and Access; Valid New York State Driver License.

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

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 3/2/2012	Post Until: Filled	JVN: 826-12-97019-GI
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