

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

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Engineer	<b>Level:</b> M3	
<b>Title Code No:</b> 10015	<b>Annual Salary:</b> \$60,740 / \$65,503 - \$162,014	
<b>Office Title:</b> Portfolio Manager	<b>Work Location:</b> 465 Columbus Avenue, Valhalla, NY	
<b>Division/Work Unit:</b> Engineering Design & Construction/Water Systems Capital Program	<b>Number of Positions:</b> 1	
<b>Hours/Shift:</b> 35 Hour per Week/Day	<b>Agency Tracking #:</b> N/A	
<b>Job Description</b>		
<p>Under the direction of the Assistant Commissioner, the Portfolio Manager will be responsible for the management and administration of capital design and construction projects which include DEP's upstate Wastewater Treatment plants, bridges, dams, laboratories, aqueducts and the rehabilitation of city owned facilities within the watershed. The program consists of multiple contracts involving various sites located in the watershed, some of which are subject to Federal consent decree orders or other designated milestones. The watershed area includes the counties of Ulster, Greene, Delaware, Schoharie, Sullivan, Broome, Orange, Putnam, Westchester, and Dutchess in New York State and Fairfield County in Connecticut. The Portfolio Manager will also be responsible for consultant construction management associated with the division, along with facility planning and design contracts as well as managing in-house construction and design staff.</p>		
<b>Qualification Requirements</b>		
<p>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.</p>		
<b>Essential Skills</b>		
N/A		
<b>To Apply:</b>		
<p>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 <i>OR</i> 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: <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a></p> <p>For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a> Appointments are subject to OMB approval.</p>		
<b>Post Date:</b> 01-05-2012	<b>Post Until:</b> 01-19-2012	<b>JVN:</b> 826-12-97191-EDC

**The City of New York is an Equal Opportunity Employer**