

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

|   |   |
|---|---|
| <b>Civil Service Title:</b> Administrative Project Manager                                    | <b>Level:</b> M4  |
| <b>Title Code No:</b> 83008   | <b>Annual Salary:</b> \$68,238 / \$73,588 - \$176,074             |
| <b>Office Title:</b> Director, Engineering Standards & Quality                                | <b>Work Location:</b> 96-05 Horace Harding Expressway, Queens, NY |
| <b>Division/Work Unit:</b> Bureau of Design & Constructions/Engineering Standards and Quality | <b>Number of Positions:</b> 1                                     |
| <b>Hours/Shift:</b> 35 Hours per Week/Day   | <b>Agency Tracking #:</b> N/A                                     |

**Job Description**

The Director of Engineering Standards and Quality is responsible for the development, implementation and oversight of all design and construction standard operating procedures and the quality control and assurance all equipment procurement and construction related activities. The selected candidate's day-to-day functions will include management of the Bureau's Construction Contract General Specifications; oversight of the Bureau's Construction Quality Program including development of procedures and the conduct of site audits, Vendor Approval Program, Concrete Inspection Program, Equipment Manufacturer QA/QC Program and management of the Bureau's Engineering Standards Division including development, implementation, training, and auditing of Design and Construction Standard Operating Procedures.

**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, administering or expediting 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" or "2" above. An accredited Master's degree in one of the disciplines described 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 the administrative, managerial, executive or supervisory experience as described in "1" *above*.

**Essential Skills**

The selected candidate should have ten (10) years of engineering experience. Excellent written and verbal skills. Strong interpersonal and relationship-building skills. Intimate knowledge of Construction Quality Inspection. Preferably, experience in the Water/Wastewater or Heavy Civil sector. Working knowledge of Construction Contract Specifications and project schedule development. Working knowledge of industry QA/QC practices for the manufacture of Heavy Equipment. Demonstrated ability to manage staff resources to achieve measurable objectives.

**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> 1/23/2012 | <b>Post Until:</b> 2/3/2012 | <b>JVN:</b> 826-12-97693-EDC |
|-----------------------------|-----------------------------|------------------------------|

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