

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

<b>Civil Service Title:</b> City Planning Technician	<b>Level:</b> N/A
<b>Title Code No:</b> 22121	<b>Annual Salary:</b> \$32,824 / \$37,748 - \$50,355
<b>Office Title:</b> City Planning Technician	<b>Work Location:</b> 96-05 Horace Harding Expwy., Queens, NY
<b>Division/Work Unit:</b> Bureau of Water and Sewer Operations/Executive	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Working in the Bureau of Water and Sewer Operations' Executive Division, under direct supervision with limited latitude for independent judgment, the selected candidate will serve as Assistant to the Project Manager and perform the following duties: participate in the development and codification of standard operating procedures for different operational, administrative and management functions within the Bureau; assist in document control and revision cycles for these procedures; work with Bureau divisions to ensure that the appropriate training of procedures occurs; interact with Bureau technical staff; assist in coordinating the development, collection and tracking of performance metrics for different bureau/division functions and monitor and perform analyses of these metrics as well as analyses and dissemination of data collected for use in operations, asset management and financial planning.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college; *or*
2. An associate degree from an accredited college or completion of two (2) years of study, (60 credits) at an accredited college and two (2) years of satisfactory full-time experience; *or*
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have completed at least 60 college credits.

**Essential Skills**

Background in budgeting, water utility management, public administration, management science or a related field is preferred. Familiarity with operation of water, wastewater, and sewer utilities/public works activities. Strong oral and written communication skills are required. Extensive computer skills including MS Excel, Visio, PowerPoint, Word, Access, Crystal Report, or other reporting tools are a plus.

**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

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 2/21/2012

**Post Until:** Filled

**JVN:** 826-12-98399-WSO

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