

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

Civil Service Title: Associate Project Manager	Level: 02
Title Code No: 22427	Annual Salary: \$62,942 / \$72,383 - \$92,249
Office Title: Associate Project Manager	Work Location: 6 Overlook Road, N. White Plains, NY
Division/Work Unit: Water Supply/Operations	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Eastern Operations Division, Risk Management Program, Kensico Region, under direction, the selected candidate will perform highly difficult and technically complex work as an engineering specialist in mechanical engineering. Responsibilities will include the maintenance, repair, testing, and inspection of generators, pumps, transformers, electric motors, bearings, switchboards, controllers, compressors, meters, gauges, valves, fittings, heating apparatus, converters, rectifiers, controls and circuits associated with process and operational equipment at five (5) water treatment facilities; support a technical maintenance group of skilled tradesmen dedicated to maintaining five (5) upstate water treatment facilities to perform service requests, routine preventative maintenance, and repairs in compliance with the United States Environmental Protection Agency's (US EPA) Risk Management Program (RMP), US EPA Safe Drinking Water Act, New York State Department of Health regulations, to protect worker safety and health, public safety, and the environment. Will use engineering expertise as required to make sound engineering decisions as necessary for equipment deficiencies and process upsets; serve as a team leader on projects of great technical complexity or with potential impact on water supply infrastructure; may prepare technical specifications, engineering plans, contract bid packages, and prepare or obtain quotes and estimates to procure needed supplies, equipment, tools and services; and may develop, implement and maintain a computer-based maintenance management system (i.e., MP2) to track assets, service requests, and inventory.

Qualification Requirements

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

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 paragraph "1" above; *or*

3. A four-year high school diploma or its educational equivalent plus any combination of college education and/or experience described in paragraph "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for: (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration; (b) a Master's degree from an accredited university in one of the disciplines described in paragraph "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in paragraph "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

Essential Skills

Candidate must be Proficient in AutoCad.

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: 02/21/2012

Post Until: 03/06/2012

JVN: 826-12-98460-WS