

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

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: Field
Division/Work Unit: Engineering Design & Construction/Wastewater Capital Program	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The Bureau of Engineering Design & Construction is seeking to hire a Project Manager to work within the Wastewater Capital Program. The selected candidate will assist in the oversight of construction activities including site inspection, contract administration, and overall monitoring of contractor's day-to-day operations. Tasks may include, but not be limited to ensuring compliance to plans and specifications; scheduling and attending progress meetings; reviewing contractor payment requests; ensuring formulation and completion of punch list items; monitoring time expenditures and overtime; representing the agency head or his/her deputy in meetings with contractors and service delivery, regulatory, and oversight agencies.

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.

Essential Skills

N/A

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: 3/26/2012

Post Until: 4/6/2012

JVN: 826-12-99750-EDC

The City of New York is an Equal Opportunity Employer