

City of New York

NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION

Citywide Job Posting Notice

Job ID: 705031	Salary: \$58,682 / \$67,484 - \$113,240
Business Title: Coordinator (SWPPP)	Division/Work Unit: Infrastructure / Executive – Construction Support Unit
<div>Job Description</div> <p>Hours: Full-Time – 35 Hours Work Location: 30-30 Thomson Ave, LIC, Queens 11101 and DEP 59-17 Junction Blvd, Queens NY 11368</p> <p>The NYC Department of Design and Construction (DDC), Division of Infrastructure, is currently seeking a Coordinator (SWPPP). Successful will report to the Chief Engineer and will assist NYC Department of Design and Construction (DDC) teams in navigating the Department of Environmental Protection (DEP)’s review and approval of permit applications. –Key responsibilities include providing critical technical assistance and decision support on various projects; supplying clear information about status and requirements for project approvals including but not limited to all facets of compliance with the unified storm water rule.</p> <p>DDC projects impacted by Unified Storm Water Rule (USWR) will require coordination with DEP’s Bureau of Environmental Planning and Analysis. DEP’s Stormwater Permitting Section is responsible for implementing 15 RCNY Chapter 19.1 and the construction/post-construction requirements of the Municipal Separate Storm Sewer System permit issued to the City by NYS Department of Environmental Conservation. Professional engineers, registered landscape architects and other professionals that have knowledge in design and implementation of designs for the prevention of pollution related to stormwater runoff prepare and submit stormwater pollution prevention plans. Under the updated MS4 Permit, the City has reduced the soil disturbance threshold of projects requiring reviewing and approval in the MS4 areas to 20,000 square feet. In addition, the City will enforce the same rules in the combined sewer service area to reduce the occurrence of combined sewer overflows. That addition with the MS4 area reduction is expected to increase the number of applications.</p> <p>The selected candidate will aid DDC project teams in navigating DEP’s filing pathways, reviewing, and approving of permit applications and ensuring timely receipt of permits; review, approve, and disapprove Stormwater Pollution Prevention Plans (SWPPPs); and will adequately review plans that requires a working knowledge of hydrology, hydraulics, soils, and practices designed to prevent pollution of stormwater runoff. This asks include: performing mathematical calculations; examining and overseeing the inspection of as-built plans submitted by applicants to show conformance with rules; reviewing maps, plans, drawings, and specifications for the construction, demolition, or alteration of structures in connection with the issuance of pertinent New York City Stormwater Construction Permit and Stormwater Maintenance Permit, and Compliance with the provision of law, rules, or regulations; preparing associated reports and correspondence, and maintaining records; and performing other related work.</p> <p>Lastly, the selected candidate will conduct and attend meetings as requested by the Department of Design and Construction (DDC) with project teams to provide updates on project reviews, discuss active DDC portfolio, and filing strategies.</p> <p><i>Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees for visa applications, extensions or status changes, including STEM/OPT visas. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.</i></p> <p>All interested applicants, including City Employees: Please email your cover letter and resume to DDCEngineering@ddc.nyc.gov.</p>	
<div>Minimum Qualification Requirements</div> <p>1. A valid New York State License as a Professional Engineer. 2. Six (6) years of full-time satisfactory experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, at least two (2) years of which must have been in an executive, managerial, or administrative capacity.</p>	
<div>Preferred Skills</div> <p>Please note the following preferred skills for this position:</p> <p>1. Must have strong supervisory experience. 2. Outstanding verbal and written communication skills 3. Proficiency in Microsoft Office and AutoCAD 4. knowledge of the operation, design, and construction of the City’s infrastructure system (sewers, water mains, roadways) 5. Familiarity with NYC DOT, NYS DOT, NYC DEP specifications, MUTCD, and AASHTO standards 6. Comprehensive understanding of the NYC infrastructure system and current engineering practices 7. Knowledge of current engineering and landscape architectural methods and standards 8. Experience working in a fast-paced environment and with the ability to multi-task and work with staff at all levels in the agency. 9. Proficiency in Primavera P6 scheduling, International Society of Arboriculture (ISA), Envision Sustainability Professional (ENV SP) and Design-Build Institute of America (DBIA) accreditation(s). (preferred) 10. Valid driver’s license (required) 11. Personal vehicle (optional)</p>	
<div>Residency Requirement</div> <p>New York City Residency is not required for this position.</p>	
<div>55-a Program</div> <p>This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.</p>	
<div>Public Service Loan Forgiveness</div> <p>As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education’s website at StudentAid.gov/PSLF.</p>	

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.