

City of New York
NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

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| Job ID: 701715 | Salary: \$55,519 / \$63,847 - \$73,878 |
| Business Title: Coordinator (Environmental) | Division/Work Unit: Safety and Site Support/ Office of Environmental & HazMat Services / Environmental |
| <p style="text-align: center;">Job Description</p> <p>Hours: Full-Time – 35 Hours Work Location: 30-30 Thomson Avenue, LIC, NY 11101</p> <p>The NYC Department of Design and Construction, Division of Safety & Site Support seeks a Coordinator. The selected candidate will be responsible for all aspects of DDC’s environmental construction programs with a focus on the implementation of the required specifications, plans, and standards on DDC’s construction capital projects. The coordinator will maintain the Permit Database, monitor expiration dates, coordinate permit renewals and closures with Construction team and NYCDEP. The candidate will also keep track of monthly NYSDEC invoices and notify responsible construction team of outstanding NYSDEC fees. The candidate will coordinate field audits of project sites to determine conformance with approved plans and drawings; assist in the development of remedial actions to mitigate hazards; verify the implementation of corrective actions; prepare comprehensive reports; collect and compare data to regulatory standards; review of construction documents (FSP, IHASP, FSSR, MHP, EHASP, WHP and Waste Profiles), and other applicable documents. Additional responsibilities will include preparation of inspection schedule, development of specifications and procedures, participation in various agency and interagency meetings.</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> | |
| <p style="text-align: center;">Minimum Qualification Requirements</p> <p>A. A baccalaureate degree from an accredited college with a major in geology, engineering, earth sciences, environmental sciences, or a closely related field, including or supplemented by 24 semester credits in any of the following areas: rock and soil mechanics; structural geology; soils; sedimentation; petrology; hydrology; hydrogeology; geomorphology; subsurface explorations; mining; engineering; mapping; surveying; site investigations; geologic field work; or closely related areas; and</p> <p>B. At least one course involving geologic field work or three months of satisfactory, full-time professional geologic field experience obtained during the course of, or after completing, the baccalaureate education.</p> <p>A Motor Vehicle Driver License valid in the State of New York is required. This license must be maintained throughout the duration of employment.</p> <p>2. Employees with one year of satisfactory, post-baccalaureate, full-time professional experience in geology, engineering, earth sciences, environmental sciences, or a closely related field may be hired directly at the “after one year in title” salary rate, at the discretion of the hiring agency.</p> | |
| <p style="text-align: center;">Preferred Skills</p> <p>Candidates should possess Environmental field inspection experience, and knowledge of federal, state, and local environmental regulations. Candidates will be required to perform fieldwork and don the appropriate personal protective equipment including safety footwear and safety helmet or hard hat. This position requires candidates to hold a valid Motor</p> | |

Vehicle Driver's License and have the ability to drive in all 5 boroughs of NYC for the duration of employment. Good communication and computer skills (Microsoft Word, Excel, Access, GIS) are needed.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

55-a Program

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.

Public Service Loan Forgiveness

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 <https://studentaid.gov/pslf/>.

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.