

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

Civil Service Title: Associate Project Manager	Level: 03
Title Code No: 22427	Salary: \$75,981 / \$87,378 - \$103,007
Office Title: N/A	Work Location: Valhalla, NY
Division/Work Unit: Water Supply/Watershed Protection & Planning Directorate/Planning Division	Number of Positions: 1

Hours/Shift: 35 Hour/Day

Job Description

Working in the Bureau of Water Supply, Planning Division of the Watershed Protection & Planning Directorate, with wide latitude for the exercise of independent judgment and decision making, working closely with the Chief of Planning, the selected candidate will be responsible for assisting with the development of various staffing plans for the operation of the Catskill and Delaware Ultraviolet Disinfection Facility (*CAT/DEL UV Facility*). Candidate will coordinate and oversee efforts to determine and secure necessary funds for plant operation such as energy, treatment chemicals, compliance mandated health and safety, operations training, capital budget requirements, standard operating procedures, and outreach to regulators and external stakeholders. Candidate will write briefing documents and draft reports for the Chief of Planning, Director of Operations and Deputy Commissioner. Candidate will perform tasks related research and analysis, help develop presentations for internal and external use, organize meetings and site visits and maintain files, libraries, and share-point site(s) for planning information dissemination. Candidate will work closely with other BWS directorates and DEP bureaus, in order to gather and track tasks and requests for information as well as support internal and external outreach and consultation efforts in development of operating strategies.

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 "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 (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 Masters degree from an accredited university in one of the disciplines described in "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.

Assignment Level III: Special Requirements

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

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

Appointments are subject to OMB approval

Post Date: 06/22/2009

Post Until: 07/06/2009

JVN: 826-09-005337-WS

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