

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

<b>Civil Service Title:</b> Administrative Engineer	<b>Level:</b> M-1	
<b>Title Code No:</b> 10015	<b>Salary Range:</b> \$49,492 - \$136,198	
<b>Office Title:</b> Manager, Wastewater Treatment Programs Group	<b>Work Location:</b> Kingston or Valhalla	
<b>Division/Work Unit:</b> Water Supply/WPP/ Regulatory Review & Engineering Programs/ Wastewater Treatment Programs Group	<b>Number of Positions:</b> 1	
<b>Hours/Shift:</b> 35 Hours/Day		
<b>Job Description</b>		
<p>Working in the Regulatory Review and Engineering Division, reporting directly to the Deputy Chief, Regulatory and Engineering Programs Section, under general direction with wide latitude for independent initiative and judgment, the selected candidate will serve as manager of the Wastewater Treatment Programs Group. The candidate will provide guidance and direction to subordinate supervisors and staff; ensure that all group operations function efficiently and effectively; and develop and plan for implementation of improved procedures as required. Candidate will manage and provide direction on highly complex and unique technical support in the design review and approval for all regulated activities within the NYC watershed including but not limited to Subsurface Treatment Systems, Wastewater Treatment Plants, Sewage Collection Systems, Pump Stations, the New Infrastructure Program and the Sewer Extension Program, as governed by the Watershed Rules and Regulations. Candidate will manage the technical review of SEQRA submittals. Candidate will oversee all regulatory enforcement actions within the Wastewater Programs Group with regards to the Watershed Rules and Regulations violations including coordinating technical and legal staff to manage the resolution of identified violations. Candidate will manage employees located in DEP offices in Valhalla, Kingston, and Grahamsville, New York. Candidate will coordinate with staff supervisors and other groups within DEP, such as the New Infrastructure Program and the Sewer Extension Programs within DEP to ensure that project submittals are reviewed and processed in an effective and efficient manner. Candidate will coordinate with outside regulatory agencies including NYSDEC, NYSAG, NYSDOH, and USEPA on coordinated enforcement actions and the development of regulatory policies. Candidate will manage the oversight and implementation of specific programs and contracts as required, to satisfy DEP's USEPA Filtration Avoidance Determination obligations and the County Delegation Agreements. Candidate will participate in the development and implementation of bureau policies and procedures.</p>		
<b>Qualification Requirements</b>		
A valid New York State Professional Engineer License is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years shall have been as an Administrative Engineer.		
<b>Essential Skills</b>		
N/A		
<b>To Apply:</b>		
<p>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 -18<sup>th</sup> Floor - Flushing - NY 11373-5108  <b>OR</b>  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:  <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a></p>		
<p>For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a>  Appointments are subject to OMB approval</p>		
<b>Post Date:</b> 10/20/2009	<b>Post Until:</b> 11/03/2009	<b>JVN:</b> 826-10-6961-WS

**The City of New York is an Equal Opportunity Employer**