

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> City Research Scientist	<b>Level:</b> III
<b>Title Code No:</b> 21744	<b>Salary:</b> \$78,630 (New Hire Rate) \$90,425 (Incumbent Rate) <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Storm Water Program (MS4) Coordinator	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Environmental Health	<b>Number of Positions:</b> 1
<b>Job ID:</b> 308156	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The New York City Department of Correction seeks to recruit a Storm Water Program (MS4) Coordinator. Under the general supervision of the Director of Compliance, typical responsibilities of this position include but will not be limited to the following:

- Assisting in the management of the Department's municipal storm water program in compliance with the State Pollutant Discharge Elimination System Municipal Permit - SPDES No.NY0287890 (MS4 Permit).
- Preparing MS4 Permit deliverables
- Reviewing and overseeing water quality and erosion control related projects
- Consulting management, and general support on all storm water related issues
- Providing support on administrative functions such as preparation of scope of works and cost estimates
- Budget tracking and coordinating among facility managers and city agencies.

**Minimum Qualification Requirements**

**For Assignment Level I (only physical, biological and environmental sciences and public health)**

A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

**For Assignment Level II**

To be appointed to Assignment Level II, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

**Preferred Skills**

- Experience with program and contract management and administration;
- Experiences in municipal storm water program development and management and inter-departmental coordination;
- Experience in preparation of budgets and cost estimates;
- Experience with Storm water/water quality program management related to compliance with MS4 permits;
- Relevant federal, state and local storm water regulations, including but not limited to federal Clean Water Act and its amendments, federal regulations, particularly 40 CFR parts 121, 122, 123, 124, 131 136 and other parts dealing with the NPDES program;
- Experience with SWMP development, waste discharge, non-point source pollution regulation and NPDES permits; Phase 1 storm water regulations and legal mandates, storm water management plans, and storm water quality objectives and permit requirements; Methods used in analyzing residential development, industrial and commercial storm water runoff/discharge and water use;
- Knowledge of research techniques and statistical analysis;
- Prepare professional correspondence, policies, resolutions, reports, procedures, publications;
- Experience with preparation of a variety of engineering plans, technical drawings, specifications, and, cost estimates, technical reports, and graphic materials;
- Experience with preparation of reports, monitoring plans, and/or technical studies which encompassing raw technical data;
- Possess experience in the use of Geographic Information Systems (GIS) and computer aided drafting and design (CADD);
- Familiarity with ArcView and database software;

**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.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) search for **Job ID# 308156**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for **Job ID # 308156**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 10/5/17	Post Until: 03/19/18
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**The City of New York and The Department of Correction are Equal Opportunity Employers.**