

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M1
Title Code No: 10015	Annual Salary: \$49,492 / \$53,373 - \$136,198
Office Title: Area Engineer	Work Location: 96-05 Horace Harding Expwy., Corona, NY 11368
Division/Work Unit: Bureau of Wastewater Treatment/Engineering/Mechanical Section	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under the supervision of the Section Chief, the selected candidate will directly supervise and serve as team leader to a staff of seven or more engineers at various titles and levels who are responsible for the preparation of contract specifications and drawings for the reconstruction, repair, or modification of mechanical equipment in the fourteen Water Pollution Control Plants and Collections Facilities; will ensure that specifications and drawings are technically accurate; provide technical and administrative guidance to staff; plan, organize, and assign work to meet deadlines and achieve goals as directed by the Section Chief; generate solutions to unusual, complex engineering problems; prepare proposals; provide guidance on major engineering issues; evaluate subordinate's performance; track the progress of jobs; resolve conflicts of a contractual nature; provide weekly status reports to the Section Chief; assign and track overtime and budget allocation; approve and disapprove leave requests; conduct performance evaluations; respond to emergencies as they arise; and represent the Section Chief at technical meetings with consulting engineers, contractors, and other City, State and Federal agencies.

Qualification Requirements

A valid New York State License as a Professional Engineer 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 of which shall have been as an administrative engineer.

Preferred Skills

A driver's license valid in the State of New York is desired. In addition, the selected candidate must have a solid background in mechanical engineering principles and their application, have extensive experience with the design of piping systems, pumps, HVAC systems, compressors, gas handling equipment, and process equipment associated with water pollution control plants, and possess excellent oral and written communication skills.

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: 1/9/2012	Post Until: 1/23/2012	JVN: 826-12-96848-WT
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The City of New York is an Equal Opportunity Employer