

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

Citywide Job Vacancy Notice

Civil Service Title: Administrative Project Manager	Level: M1
Title Code No: 83008	Annual Salary: \$49,492 / \$53,373 - \$136,198
Office Title: EH&S Regional Manager	Work Location: 96-05- Horace Harding Expwy., Queens, NY - 5 th Floor
Division/Work Unit: Engineering Design & Construction/Environmental Health & Safety	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The Bureau of Engineering Design and Construction (BEDC) provide planning, design and construction services to the operating bureaus under the agency's capital program for projects in the five boroughs and upstate New York. Under direct supervision of the Chief, Environmental Health and Safety (EH&S), with wide latitude for exercising independent judgment and initiative, the selected candidate will be responsible for assisting in the implementation of the Bureau of Engineering Design and Construction's EH&S Management system and the agency's Environmental Health & Safety policies and procedures within the BEDC; will interact with construction managers overseeing construction contracts; will oversee consultant employees who supplement the EH&S program; will be involved in auditing and inspecting contractor's work and examining work sites for deficiencies in EH&S compliance and making recommendations to correct such deficiencies; will manage the Site Safety Officers to ensure that they are properly managing EH&S issues; and will supervise and provide guidance to Regional Managers.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; *or*
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Preferred Skills

Substantial EH&S construction experience and knowledge of EH&S regulations including process safety management; possession of a Certified Safety Professional (CSP) certification or equivalent; and excellent writing and verbal 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: 1/23/2012	Post Until: 2/3/2012	JVN: 826-12-97490-EDC
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The City of New York is an Equal Opportunity Employer