

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

Citywide Job Vacancy Notice

Civil Service Title: Administrative Engineer	Level: M2
Title Code No: 10015	Annual Salary: \$54,740 / \$59,032 - \$146,276
Office Title: Deputy Director	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Office of Engineering Audits	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Under the direction of the Engineering Audit Officer, the selected candidate will perform the duties of Deputy Director; be responsible for the engineering audit of contractor's and consultant's payments and review of contractor's and consultant's change orders; and provide general direction to a staff of Engineers and Accountants. In addition, the selected candidate will coordinate activities with the NYC Comptroller's Office and the Mayor's Office of Construction in matters related to auditing of payments, change orders, legal disputes, and claims.

Qualification Requirements

1. A valid New York State License as a Professional Engineer is required.
2. Six (6) years of full-time paid experience, in civil, mechanical, electrical, chemical or air pollution control engineering work, at least (2) two years of which must have been as an administrative engineer in a supervisory position.

Essential Skills

The selected candidate should have extensive knowledge and experience in construction management, accounting and business practices and procedures.

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: 09/23/2011

Post Until: 10/07/2011

JVN: 826-12-93083-EAO

The City of New York is an Equal Opportunity Employer