DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

# of Positions 3

Business Title Compliance Reviewer, Bureau of Environmental Sciences and Engineering

Civil Service Title CITY RESEARCH SCIENTIST

Title Code No 21744 Level 01

Title Classification Non-Competitive

Proposed Salary Range $63,140.00 - $70,554.00 (Annual)

Work Location 1 Court Square, Queens

Division/Work Unit Public Health Engineering

Job Description
The New York City Department of Health and Mental Hygiene Office of Building Water Systems Oversight (BWSO) is responsible for ensuring the proper maintenance of building drinking water storage tanks throughout New York City. BWSO implements and enforces relevant regulations including the New York City Health Code Article 141, Chapter 31 of Title 24 of the Rules of the City of New York, and Section 17-194 of the Administrative Code of the City of New York. These regulations require owners of buildings with drinking water storage tanks to have their tanks inspected annually, bacteriological samples collected, and results of the inspections reported to the Office. Recent changes to the Administrative Code also require BWSO to conduct inspections of drinking water storage tanks, perform audits of inspection documentation, and ensure inspection and audit data is available to the public.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

--Reviewing, monitoring, and auditing annual inspection records to ensure regulatory compliance.
--Examining administrative documents and records and following up with building owners for non-compliance and corrective actions.
--Conducting water quality testing and reviewing water sampling results to ensure meeting the regulatory standards.
--Analyzing, summarizing, and reporting on findings of reviews and audits and compiling required reports.
--Providing customer service by corresponding with building owners and stakeholders to address questions and complaints.
--Managing and maintaining databases for monitoring and tracking of regulatory and enforcement activities relating to water tanks and complaints.
--Processing Notices of Violation for non-compliance with New York State Sanitary Code, New York City Administrative Codes, New York City Department of Building Codes and New York City Health Code, and
--Scheduling hearings and appearing on hearings when necessary.
--Conducting environmental health investigations and other related sampling activities in accordance with Federal, State and City Health Codes to ensure compliance.
--Providing support to special projects and research related to the prevention of waterborne illness.
--Assisting in the management of response activities to questions submitted through the general water tank email and 311 complaints.

Minimum Qual Requirements

1. 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. To be appointed to Assignment Level II and above, 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 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.

NOTE: Probationary Period
Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills
- Compliance and regulatory enforcement experience
- Technical experience and knowledge in area of drinking water and water treatment
- Strong written and verbal communication skills

Additional Information

**IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:
- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver’s license.
- Proof of Education according to the education requirements of the civil service title.
- Current Resume
• Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting’s “Minimum Qualification Requirements” section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program’s other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

"FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL"

To Apply

Apply online with a cover letter to https://a127-jobs.nyc.gov/. In the Job ID search bar, enter: job ID number # 426968.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

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.

POSTING DATE 12/27/2019 POST UNTIL 04/22/2020

The City of New York is an Equal Opportunity Employer