Job Opening

DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job ID 426842 # of Positions 1

Business Title Project Manager, Bureau of Environmental Sciences and Engineering
Civil Service Title CITY RESEARCH SCIENTIST
Title Code No 21744 Level 03
Title Classification Non-Competitive

Proposed Salary Range $84,468.00 - $104,909.04 (Annual)
Work Location 1 Court Square, Queens
Division/Work Unit Public Health Engineering

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Job Description
The Office of Building Water System Oversight (BWOS) within the Bureau of Environmental Sciences and Engineering (ESE) is responsible for conducting inspections to ensure compliance with various rules and regulations aimed at improving the operating conditions of various engineering systems such as cooling towers, water tanks, evaporative condensers, internal plumbing, and waste water systems in order to prevent risks associated with these systems throughout New York City.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

—Providing day to day management of all program components to carry out program goals and objectives by ensuring ongoing programmatic and performance excellence and rigorous program compliance to achieve regulatory mandates.

—Supervising personnel when conducting environmental health investigations, regulatory inspections, complaints and other related activities in accordance with Federal, State and City Health Codes to ensure compliance.

—Providing oversight and coordinating the development and management of water tank databases that will allow the monitoring and tracking of regulatory enforcement and compliance.

—Supervising activities involved in tabulating the Office's reportable data, developing tracking tools, and generating summary reports necessary for performance evaluation.

—Developing, monitoring, evaluating and reporting progress of performance indicators and providing recommendations to senior management based on results.

—Conducting scientific research/investigations and providing managerial support on the development and coordination of initiatives aimed at reducing risks associated with water tanks.

—Reviewing current legislation (Federal, State and Local) and ensure that bureau policies, procedures and protocols align with existing legislation.

—Managing and providing guidance for research and program assessment and Assisting with revisions and/or amendments of City Health Code when necessary.

—Designing, developing, and preparing technical procedures, manuals and protocols relating to program administration and operations.

—Providing training where necessary to improve the understanding, efficiency and productivity of the program.

—Serving as liaison between IT support and third-party vendors to design and implement needed databases and interfaces.

—Providing administrative support and monitoring resource allocation to attain budgetary goals, including budget planning, hiring, purchasing, and contracting activities.

—Serving as the primary point of contact and providing excellent customer service representation to stakeholders to guide them towards compliance.

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:
2. 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
3. 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
4. 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.

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

Preferred Skills
Experience in project management, budget and contract planning, and regulatory oversight
Supervisory experience managing field and technical field operations staff
Technical expertise and knowledge in the area of drinking water systems, water treatment, mechanical engineering, hydraulics or plumbing apprenticeship
Knowledge in federal, state and city regulations in water treatment and water systems
Compliance and regulatory enforcement experience
Experience in data analysis and familiarity with establishing complex data architectures and working with SQL is preferred
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 # 426942.

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 04/21/2020

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