



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 716843**

**Office Title:** Program Manager for Stormwater Permitting

**Civil Service Title:** Administrative Engineer **Title Code No:** 1001A **Level:** NM

**Salary:** \$110,000 - \$120,000

**Number of Positions:** 1

**Work Location:** Olmsted Center, Queens

### **Major Responsibilities**

- Reporting to the Director of Landscape Architecture Design Resources, manage Stormwater Permitting Program Team and represent the team within the Capital Projects Division.
- In coordination with the Stormwater Design Engineer, prepare, sign, and stamp in-house design Stormwater Pollution Prevention Plan (SWPPP) applications for submittal and approval as needed.
- Oversee Agency efforts to track and improve stormwater permit applications for the Capital Projects Division, including the maintenance of systems to track stormwater permitting projects from preparation to approval.
- Assist in the review of all stormwater permit applications for the Capital Projects Division, ensuring applications are submitted accurately and on-time.
- Working with design and engineering staff, create and update design guidelines for stormwater capture. Provide expertise in stormwater engineering best-practices to Capital Projects Division staff as needed.
- Working with construction staff, assist on Certificates of Compliance and Commissioner's Orders responses.
- As needed, act as qualified professional for inspections and sign-offs.
- Initiate and provide support to construction close out process and project handoff from construction to maintenance staff.
- Oversee Stormwater Management Practices (SMP) certification inspections at multiple points of construction. Report and recommend changes based on continual review of inspection findings.
- Track trends and patterns in permit approvals. Identify potential improvements and reforms to the permitting process and implement these procedures within the Division.
- Create and present learning/training materials for Capital Project Division staff development and stormwater related certifications (i.e. Certified Professional in Erosion & Sediment Control (CPESC) and Professional Development Hours (PDHs)).
- Report on the status of projects undergoing stormwater permitting and provide basic assistance to other teams and divisions within Parks.

### **Qualification Requirements**

**\*This vacancy is only open to 1) current permanent city employees serving in the Administrative Engineer civil service title or 2) on leave from the title or 3) permanent city employees in or on leave from a comparable title with a valid New York State Professional Engineer License or 4) employees who are reachable on the Administrative Engineer civil service list (Exam No. 1506 or Exam No. 1122) or reachable on a comparable civil service list.**

This position is exempt from NYC residency requirements.

### **Preferred Skills/Qualifications**

1. Experienced knowledge of the New York City Unified Stormwater Rule (USWR).
2. Five or more years of civil engineering design experience.
3. Three or more years working within the field of stormwater management.
4. Experience creating and implementing SWPPPs in design phase through construction completion.
5. Excellent proficiency in Microsoft Excel, AutoCAD, and Adobe Creative Suite.
6. Outstanding organizational, interpersonal and management skills.
7. Selective Certification for positions Requiring Water System Protection and Operations Experience (WWS).
8. Selective Certification for positions Requiring Sewer and/or Water Experience.

### **How to Apply**

#### **All Applicants**

**Click Here to Apply:** [Program Manager for Stormwater Permitting](#) OR

**Go to** [cityjobs.nyc.gov](http://cityjobs.nyc.gov) **and search for Job ID# 716843.**

**All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN on your cover letter and resume.**

**POST DATE: 06/13/2025**

**POST UNTIL: 07/08/2025**

**NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.**

[nyc.gov/parks](http://nyc.gov/parks)

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)