

This is a grant funded position.

Civil Service Title: Administrative Supervisor of Building Maintenance
Title Code No: 10035
Office Title: Energy Manager

Level: MII
Salary: \$80,000 - \$85,000
Work Location: Manhattan
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under direction of the Assistant Commissioner of Communications and Strategic Initiatives, develop and oversee Agency-wide Operations and Maintenance (O&M) program designed to help the City achieve its energy and greenhouse gas emissions reduction goal of 30 percent by 2017.
- Work closely with the Department of Citywide Administrative Services (DCAS), Agency Energy Liaison Officer (ELO), and individual facilities to compile and analyze data for program development and performance measurements.
- Meet and communicate regularly with ELO to review reports, track energy budget information, and monitor projects.
- Chair energy subcommittee of the DPR Sustainability Taskforce to implement O&M program.
- Oversee energy awareness and building operators training for DPR staff in coordination with Parks Academy and DCAS.
- Conduct site visits to identify and implement building operations best practices at DPR facilities to reduce energy use.
- Coordinate with DCAS Department of Energy Management (DEM) and agency senior staff to develop agency measurement metrics and reports to ensure compliance with citywide goals, auditing requirements and operational protocols and standards.
- Partner with DCAS DEM and other agency managers to develop, monitor and deploy agency’s Computerized Maintenance Management System (CMMS) so the preventative maintenance best practices are implemented and followed.
- Collaborate with Citywide and agency-based Engineering staff to integrate energy efficient HVAC equipment and lighting systems into new construction and reconstruction projects.
- Assist Borough Supervisors of Mechanics, Stationary Engineers and maintenance staff in evaluating HVAC and energy equipment to ensure effectiveness and operational efficiency. Assist facilities in identifying O&M staffing needs.
- Review and recommend equipment purchases to ensure energy efficiency when replacing obsolete or inoperable equipment.

QUALIFICATION REQUIREMENTS

1. Eight years of full-time experience in construction, repair, alteration and/or rehabilitation of multiple dwellings, commercial, industrial or public buildings in the capacity of general contractor, superintendent of construction, procurement specialist, evaluator responsible for cost estimation, or as a field supervisor or as an inspector, at least 18 months of which must have been in a supervisory or administrative capacity involving responsibility for a large number of buildings or
2. Education and/or experience which is equivalent to “1” above. Education in an accredited college leading toward a baccalaureate degree in engineering, architecture, engineering technology or a closely related field will be accepted on a year-for-year basis up to a maximum of four years. However, all candidates must possess at least 18 months of the specialized supervisory or administrative experience described in “1” above.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. At least five years of experience in energy management, sustainability management, or facility operations and maintenance.
2. Knowledge of Lighting and Temperature Control Systems, Building Automation Systems, HVAC equipment, electrical distribution systems and energy management program development.
3. Ability to manage a budget and personnel. Experience with training staff. Strong communication and interpersonal skills.
4. Proficiency in Microsoft software applications including Excel.
5. Certified Energy Manager.
6. Driver license valid in New York State.

To apply, submit resume and cover letter with JVN # to:

Personnel - Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Fax: (917) 849-6490
Attention: JVN# 846-12-101084
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS & RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 05/04/12

POST UNTIL: 05/25/12

JVN: 846/12/101084

NOTE: All resumes must be received no later than the last day of the posting period.