

This is an IFA funded position.

Civil Service Title: Project Manager Intern
Title Code No: 22425
Office Title: Assistant to the Energy Liaison

Level: NA
Hiring Rate: \$43,452
Incumbent Rate: \$49,970
Work Location: Randall's Island
Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under supervision, perform energy audits for Department of Parks and Recreation (DPR) facilities. Quantify energy baselines and analyze building performance by using energy modeling tools.
- Research and evaluate Federal, State and local energy programs and assist in securing energy efficiency grants.
- Resolve all outstanding unread electric/gas meter issues by coordinating with local utility companies.
- Assist in monitoring comfort station energy performance post installation of efficiency items including motion-sensing lights, pipe insulation, attic insulation, thermostats and gas hot water heaters.
- Provide assistance with evaluating potential energy efficiencies such as building weatherization, HVAC improvements, water conservation measures and installation of renewable energy systems.
- Assist Purchasing Analyst with processing funding requests along with locating energy efficiency items in DCAS City and State Contracts.
- Coordinate agency Cool Roofs Program at various DPR facilities.
- Oversee and help coordinate installation of variable transformers (voltage controllers) at twenty (20) DPR ball fields.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree in mechanical engineering, mechanical engineering technology, or closely related engineering field from an accredited college; or
2. One year of full-time paid experience in mechanical engineering work and either a valid New York State Professional Engineer's License or a valid New York State Certificate as an Intern Engineer.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication, organizational, and presentation skills.
2. Proficiency in Microsoft Access, Excel, PowerPoint, Project and Word and knowledge of AutoCAD and PhotoShop.
3. Good working knowledge of energy conservation and sustainability measures.
4. Driver license valid in New York State.

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

David Terhune, Director of Personnel
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# 846-12-95396
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: 01/27/12	POST UNTIL: 02/17/12*	JVN: 846/12/95396
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NOTE: All resumes must be received no later than the last day of the posting period.
*Posting period extended to 02/17/12. Previous applicants to this vacancy do not need to reapply.