



POSITION ANNOUNCEMENT

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| Title: | Environmental Project Engineer I (EPE I) |
| Division: | Engineering and Program Management |
| Salary: | \$73,362 |
| Work Hours: | Monday through Friday, 8:30 a.m. to 5:00 p.m. |
| Location: | Albany, New York |

The Environmental Facilities Corporation (EFC) assists communities throughout New York State to undertake critical water quality infrastructure projects by providing access to low cost capital, grants, and expert technical assistance. EFC provides financial assistance from both the Federal and State levels in the form of loans, grants and guarantees as well as tax-exempt and taxable bonds in pooled and stand-alone public bond sales.

Employees of the Corporation have many benefits similar to those offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (12 holidays and paid vacation, sick and personal leave); a comprehensive health insurance program including health, prescription drug, dental and vision plans; and membership in the NYS and Local Retirement System, which is a defined benefit retirement plan.

Position Description

Under the direction and supervision of the Unit Manager, the EPE is responsible for providing technical engineering support for the New York Clean Water State Revolving Fund (CWSRF) and other financial assistance programs. Primary responsibilities include the application of sound engineering principles for review and approval of water quality protection and wastewater treatment planning and design documents to ensure compliance with applicable New York State Department of Environmental Conservation (NYSDEC) design standards, and applicable Federal and State regulations. In addition, the EPE acts as the principal engineering project coordinator interacting with other internal divisions and government agencies.

Essential Job Functions

- Contact and establish working relationships with municipal officials and their engineers to determine need for, and interest in, EFC assistance for water quality and water pollution control projects. Based on information obtained from municipal representatives, present project priority and eligibility for CWSRF financial assistance, and participate and present to CWSRF scoring panel.
- Review and make recommendations for approval or eligibility of engineering reports, plans, specifications, change orders, and other technical documents for the construction of CWSRF

eligible water quality protection and wastewater treatment facilities and various point, non-point, and National Estuary source projects. Coordinate the review of these documents, with other interested State and/or Federal agencies, for conformance with NYSDEC design standards and other applicable technical standards.

- Manage multiple projects at various stages of project development by providing appropriate technical and application assistance to municipal representatives. Organize and participate in conferences with potential borrowers and grant recipients to discuss program requirements and policies.
- Maintain and update project database to ensure program requirements (permits, approvals, etc.) are met. Develop and maintain spreadsheets and other project documents in MS Word and Excel to monitor project status.
- Monitor construction activities, including observing construction for compliance with the program requirements, the review and approval of construction change orders, and performance of interim and final project inspections on large and complex projects. Complete reports to record observations.

Formal Qualifications

Bachelor's degree in Environmental, Civil or Chemical Engineering and four years of full-time experience in environmental engineering. A Masters degree in Environmental, Civil or Chemical Engineering can be substituted for one year of experience.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered, at the discretion of the Corporation.

All applicants must possess a valid New York State driver's license as travel is necessary to conduct meetings and site visits in various parts of the state.

Knowledge/Skills

Knowledge of methods, materials and terminology used in the planning, design and construction of water quality and wastewater collection and treatment systems; including the ability to understand, interpret and analyze technical material, such as engineering reports, construction plans and specifications, technical reference materials and instructions is required.

Knowledge in the following areas is desired:

- Water Quality and wastewater engineering, including familiarity with green stormwater practices
- Construction cost estimating and engineering economics
- Environmental permits and impact analysis
- Federal and State environmental regulations

Skill in the following areas is required:

- Management of multiple projects

- Strong verbal and written communication skills and an ability to interact well with people in a professional manner
- Computers and applicable software (Microsoft Word and Excel)

Working Conditions and Physical Abilities

Work is performed in an office setting, with prolonged periods of sitting and fine manipulation skills required for computer use.

Application Requirements and Related Information

Please submit resume, cover letter, and copy of FE Exam results, if applicable, to humanresources@efc.ny.gov (preferred) or:

**Human Resources Office
NYS Environmental Facilities Corporation
625 Broadway
Albany, NY 12207-2997**

In compliance with Public Law 99-603, candidates selected for appointment must provide an original copy of documentation proving citizenship and/or legal right to work within three (3) days of effective date of appointment.

It is the policy of the State of New York and EFC to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

It is the policy of EFC to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of EFC, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the recruitment process. Further, it is the policy of EFC to provide reasonable accommodation for religious observers.

It is the policy of EFC to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact EFC's Human Resources Office at (518) 486-9267.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.