



Mayor's Office of Environmental Remediation (OER)

Position Title: Project Manager
Job ID Number: 39610, 39612, 39613 & 39614

About the Office:

The NYC Mayor's Office of Environmental Remediation (OER) is an integral part of the Mayor's Office of Climate & Environmental Justice (MOCEJ), responsible for operating municipal programs that promote cleanup and redevelopment of vacant contaminated land in NYC.

The Mayor's Office of Climate and Environmental Justice (MOCEJ) integrates sustainability, resiliency, and environmental justice into one coordinated approach across several climate and environmental offices, including the Office of Environmental Remediation (OER) and the Office of Environmental Coordination (OEC), all working to make our buildings efficient and resilient; our infrastructure climate ready; our streets, open spaces and public realm active, safe and healthy; and our energy clean and resilient. MOCEJ is committed to improving environmental quality for all, prioritizing front line communities, seeking to redress current and past injustices and inequities while creating economic opportunities for all. Through science-based analysis, policy and program development, and capacity building, MOCEJ leads the City's efforts to ensure that New York City is minimizing its contributions to climate change, preparing to adapt and protect New Yorkers from extreme weather and multiple climate hazards, and giving every New Yorker a meaningful voice in our city's future.

Mayor's Office of Environmental Remediation (OER) designs and implements the City's brownfield cleanup and redevelopment initiatives. Foremost among these is the NYC Voluntary Cleanup Program (NYC VCP), the nation's only municipally run cleanup program, which offers remedial oversight and liability protection to property owners and developers of over 200 sites each year. Brownfields are sites where redevelopment is complicated by the presence of contamination, including from prior site uses, historic fill, or chemical spills. The office manages the NYC Clean Soil Bank, a municipally run soil exchange that directs clean soil from construction sites to projects across the city that need it. OER's clean soil stockpile provides NYC construction projects with no cost disposal of clean soil and provides clean soil to City and private projects as well as community gardens at no cost. OER also supports Community Brownfield Planning Areas and administers the Brownfield Incentive Grant (BIG) program, which provides funding for the investigation and cleanup of brownfield sites as well as grants to community-based organizations conducting planning around brownfields. Additional OER programs and initiatives include the E-Designation Program for hazardous materials, air quality, and noise; Green Property Certification; and community engagement activities. To learn more about OER, please visit www.nyc.gov/oer.

About the Role:

OER seeks a Project Manager to perform professional scientific work in the field of environmental science and geology in the office and in the field. In addition, the position also includes performing reporting, data analysis utilizing relational databases and GIS applications.

Duties will include but are not limited to:

- Manage individual development projects which includes the review and edit of technical documents and reports submitted by environmental consultants, Professional Geologists (“PGs”), Registered Architects (“RAs”), and Professional Engineers (“PEs”). The project manager ensures that a project will meet environmental requirements on a development team’s project schedule.
- Conduct assigned research, investigations, and analysis of specific problems in environmental science and geology, including literature reviews, survey and questionnaire design and implementation, field studies and data analysis.
- Oversee, inspect, and participate in field investigations. Evaluate methods, procedures, and data obtained from scientific investigation.
- Implement applicable laws and regulations, and policy to meet Mayor’s Office, DEP, and strategic climate, environmental, remedial, and engineering goals.
- Become fluent in all OER Environmental Quality Community related programs (NYC VCP, E-Designation Hazmat, Noise and Air) and other OER Programs including EPIC database system, SPEED GIS application, Clean Soil Bank and Stockpile, JumpStart, BIG Grants, Brownfield Partnership, Green Team, Green Property Certification and be prepared to provide assistance and conduct presentations to various stakeholders.
- Communicate with development teams, the general public, elected officials, the press and other city agencies in accordance with OER and Mayor’s Office policies.
- Oversee, inspect, and participate in field sampling and remediation, and oversee engineering activities.
- Actively contribute to strategy and brainstorming sessions, and team building activities. Makes recommendations on policies and procedures.
- Prepares evaluation reports, performs analyses and reviews program plans, funding and performance.
- Bring a diversity, equity and inclusion lens to the work.
- Provide subject matter expertise across the climate team (MOCEJ, OER, OEC).
- Assist with other special projects as needed.

Qualifications:

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

4. A baccalaureate’s degree from an accredited college or university with a specialization in environmental science, environmental engineering, or geology.

Salary Range:

\$ 54,100.00 - \$ 62,215.00 (Annual)

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

.If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting the EEO team at EEO@cityhall.nyc.gov.