

**The Governor's Office of Storm Recovery  
Job Description**

**Title:** Technical Specialist – Civil Engineering  
**Department:** Community Reconstruction and Infrastructure Programs  
**Location:** Long Island, New York

**Organization Summary**

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

**Position Summary**

The Technical Specialist provides services related to the review and approval of technical studies, plans and specifications and construction related documents for projects to be funded by the Community Reconstruction and Infrastructure Programs. Projects types include stormwater drainage system capacity improvements, backflow prevention, elevating roadways, shoreline stabilization, coastal marsh restoration and new wastewater treatment systems.

**Responsibilities include but are not limited to:**

- Serving as an advisor to the Community Reconstruction program on technical matters requiring a proficiency in a particular field of study, such as civil engineering or construction technology.
- Reviewing and critically analyzing studies, plans and specifications for program funded projects and preparing comment memorandum to convey review outcomes.
- Review and approval of construction bid solicitation documentation, also known as an Invitation for Bids (IFBs).
- Review and recommend for approval change order requests on both an exigent/emergent and standard timeline as they arise.
- Conduct field inspections at key construction milestones of complex construction projects funded by GOSR.
- Work with GOSR Staff, Contractors and Subrecipients to help shepherd projects from concept to design and from design to construction through the provision of technical advice.
- Review and recommend for approval payment requisitions as they are submitted for certain assigned projects to be managed by GOSR.
- Drafting memos, correspondence, reports, manuals, presentations or other documents as needed.
- Assisting in accomplishing all goals, tasks, and assignments relating to the operation of the program.
- Maintaining a working knowledge of the program, policies and procedures, program activities and operational functions in order to disseminate information as directed.

**Qualifications**

- Licensed Civil Engineer preferred
- A minimum of 10 years' experience working on municipal infrastructure projects
- Excellent oral and written communication skills
- Excellent organizational skills
- Proficient in Microsoft Office
- Proficient in Adobe Professional

Interested candidates should email cover letter and current resume to the attention of Jeanmarie Buffett at [Jeanmarie.buffett@stormrecovery.ny.gov](mailto:Jeanmarie.buffett@stormrecovery.ny.gov)