

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Posting № EL218**

Civil Service Title: Landscape Architect Intern  
Title Code No: 21306  
Office Title: Landscape Architect Intern

Level: NA  
Salary: \$43,349 - \$52,496  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 1

Be a part of making a greener, greater NYC! New York City is entering an unprecedented period of growth and development as part of Mayor Bloomberg’s PlaNYC2030—the most sweeping plan to enhance New York’s urban environment in the city’s modern history. By 2017 we plan to plant an estimated 220,000 street trees with over \$200 million in funding. Parks & Recreation is the steward of nearly 29,000 acres of land—14 percent of New York City—from Yankee Stadium to Central Park to community Gardens and Greenstreets. We are New York City’s principal provider of athletic fields. We are home to free concerts, world-class sports and cultural festivals. For more information go to opportunities at [www.nyc.gov/parks](http://www.nyc.gov/parks).

The Central Forestry & Horticulture Division is responsible for citywide urban forestry and horticulture initiatives, policy standards and performance measures, including street tree planting, landscape, garden enhancement contracts, the Tree Trust and horticulture education programs. This division also oversees and coordinates the activities of two nurseries and three greenhouses.

**MAJOR RESPONSIBILITIES**

- Under direct supervision, perform elementary landscape architectural work in the field or office.
- Assists in the preparation of contract drawings, specification, cost estimates and estimates of quantities.
- Field contract observation, maintain calculation books and process contractor payments.
- Assists in the development of landscaping maps and data for existing conditions and for new or proposed additions or changes.

**QUALIFICATION REQUIREMENTS**

1. Graduation from an accredited college with baccalaureate degree in Landscape Architecture; or
2. A valid New York State Registration as a Landscape Architect.

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

**PREFERRED SKILLS/QUALIFICATIONS**

1. Strong familiarity with urban landscapes (in particular New York City) and Northeast plant types.
2. Construction experience.
3. Knowledge of AutoCAD.
4. Excellent communication and interpersonal skills, organizational abilities, and self-motivation.
5. Ability to work fast and independently.
6. Proficiency in Microsoft Word and Excel.
7. Valid New York State driver license.

**To apply, please submit cover letter & resume with JVN # to:**  
Bram Gunther, Deputy Chief of Forestry and Horticulture  
City of New York/Parks & Recreation  
Olmsted Center/Flushing Meadows Corona Park  
Flushing, NY 11368  
Email: [start@parks.nyc.gov](mailto:start@parks.nyc.gov)  
Attention: JVN # 846-10-EL218  
Notice to Parks applicants – 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: (800) 281-5722**

POST DATE: 10/09/09

POST UNTIL: FILLED

JVN: 846/10/EL218

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