



**Office Title:** Resident Engineer

**Civil Service Title:** Associate Project Manager **Title Code No:** 22427 **Level:** I

**Salary:** \$69,000 - \$72,535\*\*

**Number of Positions:** TBD **Work Location:** Olmsted Center, Queens

NYC Parks is a design award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. These public spaces, encompassing over 5,000 properties, include boardwalks, historic houses, playgrounds and pools and Works Progress Administration (WPA)-era recreation centers. Resident Engineers are essential to the modernization of these beloved Parks' public spaces and structures.

NYC Parks depends on its Resident Engineers to manage a wide range of interesting construction projects at these sites. Resident Engineers are the bridge between contractors, architects, engineers, landscape architects and the city, viewing all parties as essential partners to the successful completion of a construction project. The work of Resident Engineers is highly visible and directly benefits millions of New Yorkers and communities.

Resident Engineers have an understanding of construction work and are able to clearly communicate with and between contractors and designers alike to get the job done. The successful candidates enjoy being at worksites and get satisfaction in solving problems and moving capital projects forward to completion.

NYC Parks offers competitive pay and a generous benefits package, including pension, excellent health benefits, competitive vacation/sick days and a work-life balance.

### **Major Responsibilities**

- Under general supervision, manage construction work involving multiple partners (e.g., construction, architects, landscape architects, engineers, contractors) on diverse capital projects with varying degrees of complexity.
- Oversee the approval process of various construction projects, including making recommendations where necessary. Review, approve and/or recommend change orders.
- Consult with Landscape Architects, Architects or Engineers of Record regarding change orders, shop drawing approvals and other architectural and engineering related issues.
- Provide oversight of contractors to ensure adherence to plans and specifications. Maintain correspondence with contractors, review and approve contractors' payment requisitions, and clarify other construction issues.
- Review and research contractors' dispute claims and advise Borough Director on solutions. Resolve field condition issues.
- Collaborate on monitoring various contract administrative requirements (e.g., Minority/Women Business Enterprise goals, Project Labor Agreements, Damages for Delay programs).
- Produce daily and weekly construction project reports, maintain accurate records, keep calculation books, prepare cost projections, and organize and lead meetings.



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

**CITYWIDE JOB VACANCY NOTICE:** Job ID No. 296174

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## Qualification Requirements

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
3. A four year high school diploma or its educational equivalent plus any combination of college education and/or experience described in "1" above to make up equivalent of five years education and experience. One year of experience credit will be given for: (a) each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, business administration, or public administration; (b) a Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect or Registered Landscape Architect.

Experience that is primarily of a design nature is not acceptable towards meeting the qualification requirements.

This position is exempt from NYC residency requirements.

## Preferred Skills/Qualifications

1. Bachelor of Science degree in Civil Engineering or Structural Engineering.
2. Excellent communication and organizational skills.
3. Knowledge of Microsoft Word, Excel and PowerPoint, PhotoShop and 3D rendering.
4. Driver license valid in New York State.

**\*\*Appointees to this position will receive a \$2,000 Assignment Differential in addition to their base salary.**

## How to Apply

### City employees:

Apply through Employee Self Service (ESS) under Recruiting Activities and search for Job ID# 296174

Include your ERN on all correspondence.

### All other applicants:

Click here to apply: [Resident Engineer](#) OR

Go to [nyc.gov/careers/search](http://nyc.gov/careers/search) and search for Job ID# 296174

**POST DATE:** 07/28/17

**POST UNTIL:** FILLED

**NOTE:** References will be required upon request.

[nyc.gov/parks](http://nyc.gov/parks)

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER  
TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115