



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 332464

Office Title: Architectural Designer

Civil Service Title: Associate Urban Designer **Title Code No:** 22124 **Level:** I

Salary: \$70,000 - \$75,000

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

Major Responsibilities

- Under direction, prepare construction drawings and specifications of existing Department NYC Parks building facilities.
- Provide construction administration support, including submittal approvals and design solutions to unexpected field conditions.
- Develop requests for proposals to obtain architectural, engineering or construction management consultant services.
- Manage consultants to ensure contract compliance with the project's budget and schedule. Coordinate other agency reviews such as landscape architectural design and engineering trades.
- Utilizing AutoCAD and other software, prepare and/or supervise the preparation of contract drawings and specifications.
- Coordinate with in-house or consultant engineers to produce comprehensive design solutions.
- Investigate and document existing building conditions.
- Lead scoping meetings with project stakeholders to identify project goals.
- Liaise with project stakeholders to keep them apprised of progress.
- Coordinate with the budget, accounting and legal units to ensure efficient bidding and contract registration.
- Actively contribute to the Architecture Unit's development of production standards and systems.

Qualification Requirements

1. A baccalaureate degree in architecture from an accredited college or university and two (2) years of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or
2. A satisfactory combination of education and/or experience which is equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for experience on a year-for-year basis.

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

Preferred Skills/Qualifications

1. LEED Certification or a strong knowledge of sustainable and universal design principles.
2. Strong skills in Photoshop and PowerPoint and experience utilizing SketchUp or an alternate 3D rendering.
3. At least one year leading a multidisciplinary team of professionals or managing consultant contracts.
4. Excellent communication, interpersonal and organizational skills.
5. A driver license valid in New York State.
6. Valid New York State license to practice architecture or engineering.
7. Ability to work independently and efficiently.
8. Demonstrated ability to manage multiple substantial architectural projects.
9. Experience with public speaking and leading meetings.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 332464**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 332464**.

Include your ERN and **Job ID# 332464** on your cover letter and resume.

All other applicants:

Click here to apply: [Architectural Designer](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 332464**.

POST DATE:02/09/18

POST UNTIL: 03/09/18

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115