



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 322760**

**Office Title:** Consultant Project Manager

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

**Salary:** \$75,000 - \$88,000

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

### **Major Responsibilities**

- Under direction, plan, coordinate and direct the implementation of design and construction of large and/or complex landscape architectural capital projects.
- Manage multiple consultant landscape architectural design contracts for new and remodeled Parks facilities within an established schedule and budget.
- Lead scoping meetings with project stakeholders to identify project goals. Liaise with project stakeholders to keep them apprised of progress.
- Develop requests for proposals for landscape architectural services.
- Monitor the progress of consulting landscape architects to ensure designs are well-thought-out and balance the aesthetics, scope requirements and maintenance constraints. Utilizing AutoCAD and other software programs, review consultant submissions for completeness and compliance with agency goals such as high-quality design, sustainability and durability. Coordinate other professional reviews such as architectural design and engineering trades.
- Manage project milestones to ensure timely completion of work.
- Review designs with agency staff including landscape architects, engineers, construction staff and maintenance personnel.
- Present projects to other governmental agencies and departments, contractors and their representatives, consultants, community members and the general public as required.
- Ensure all necessary regulatory city, state and federal agency approvals are received prior to issuance of bid.
- Review and approve consultant payment requests. Coordinate with agency budget and accounting units to ensure efficient contract registration and payments.
- Monitor progress of construction, including consultant's review and approval of shop drawings. Conduct occasional site inspections for quality assurance.

### **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, engineering technology, architecture, architectural technology, 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 approved by a State's Department of Education or a recognized accrediting organization and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of 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, engineering technology, architecture, architectural technology, landscape 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 which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

For placement into Assignment Level II, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

This position is exempt from NYC residency requirements.

### **Preferred Skills/Qualifications**

1. LEED certification or a strong knowledge of sustainable and universal design principles.
2. At least one year leading a multidisciplinary team of professionals or experience managing landscape architectural consultant contracts.
3. Demonstrated ability to manage multiple substantial landscape architectural projects and resolve design and contract issues.
4. Demonstrated ability to review and analyze landscape architectural construction documents.
5. Experience with public speaking and leading meetings.
6. Excellent communication, interpersonal and organizational skills.
7. Driver license valid in New York State.

#### **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# 322760**. Do not access **ESS** using [nyc.gov/ess](https://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](https://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# 322760**.

Include your ERN and **Job ID# 322760** on your cover letter and resume.

##### **All other applicants:**

Click here to apply: [Consultant Project Manager](#) OR

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 322760**.

**POST DATE: 02/02/18**

**POST UNTIL: 03/02/18**

**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](https://nyc.gov/parks)

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