



**City of New York/Parks & Recreation**  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Permits & Plan Review Manager

**Civil Service Title:** Administrative Horticulturist

**Duration:** 6 Months

**Salary:** \$42.45 per hour

**NYC Parks Work Location:** Olmsted Center, Red trailers - Queens

NYC Parks is the steward of nearly 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs.

The Forestry, Horticulture, and Natural Resources Group is responsible for citywide urban forestry, ecological and horticulture initiatives, policy standards and performance measures, including street tree planting, Greenstreets, Green Infrastructure, natural areas restoration and horticultural training and education.

### **MAJOR RESPONSIBILITIES**

- Under general direction, with considerable latitude for independent judgment, manage all aspects of Parks Forestry Department of Buildings (DOB) permitting process, including street tree planting for construction projects, as well as coordinating the tree fund and maintaining permit tree database.
- Train and supervise Foresters and staff engaged in all aspects of forestry permitting, including field surveys and inspections, tree condition assessment, permit preparation and management, contractor supervision, selection of quality plant material, data entry and storm emergency response.
- Respond to permit inquiries with a focus on customer service and maintain working relationships with officials, community boards and groups, both within and outside the Agency, including DOB.
- Review Department of Buildings application site plans and designs for private and other agency construction projects for appropriate design, tree and plant selection, installation methods, and tree protection measures.
- Work with all divisions within the Agency, including Borough Forestry, Operations and Management, Parklands, and Planning, to solicit and coordinate programs and policies related to urban forestry and PlaNYC.
- Prepare briefings, reports, evaluations, budgets, and correspondence. Research new materials and methods related to Parks' tree planting permitting system.

### **QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described above.

### **PREFERRED SKILLS/QUALIFICATIONS**

1. A Master's degree with a specialization in Forestry or a related subject.
2. Certification as an Arborist from the International Society of Arboriculture.
3. Strong knowledge of agency structure and divisions and Department of Buildings permitting process.
4. Excellent communication, interpersonal, leadership and organizational skills.
5. Ability to work independently as well as part of a team.
6. Proficiency in computer software including Outlook, Microsoft Word, Excel and Access.
7. Valid New York State driver license.

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.

**Fees:** Hired candidates will be subject to a processing fee of \$88.00. Hired candidates who are not currently employed by the City will be subject to an \$87.00 background check fee.

### **HOW TO APPLY**

To apply, please submit resume, cover letter, and writing sample to: Barbara Nickels at [Barbara.Nickels@parks.nyc.gov](mailto:Barbara.Nickels@parks.nyc.gov). All applications should be received by July 31, 2017.

**POST DATE:** 7/20/17

**POST UNTIL:** 7/31/2017

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