



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 377894

**Office Title:** Landscape Architect Intern

**Civil Service Title:** Landscape Architect Intern **Title Code No:** 21306 **Level:** NA

**Salary:** \$54,000 - \$58,000

**Number of Positions:** 2 **Work Location:** Olmsted Center, Queens

As stewards of 14% of New York City's land, NYC Parks builds and maintains clean, safe and accessible parks citywide and programs those sites with recreational, cultural and educational activities for people of all ages. Through this work, NYC Parks improves people's lives, providing outlets for creative expression, opportunities for healthy recreation and exposure to the restorative beauty of the natural world.

The Capital Projects division, which is charged with the design and construction of parks and park facilities across the five boroughs, is looking for Landscape Architect Interns (these are full-time paid positions) to join our team who work on nearly \$2.1 Billion dollars in active projects.

### Major Responsibilities

- Under direct supervision, perform entry-level landscape architectural work in the field and office.
- Assist in the preparation of suitable graphics and presentations to communicate design intent. Attend presentations of projects to other internal and external stakeholders.
- Using AutoCAD and other software, assist in the preparation of contract drawings, specifications, estimates of cost and quantities.
- Assist in the design development of existing conditions analysis, landscape plans and proposed additions.
- Attend project design review with construction and maintenance personnel as well as occasional site inspections for quality assurance.

### Qualification Requirements

1. A Bachelor's or Master's degree in Landscape Architecture from an accredited college or university.

This position is exempt from NYC residency requirements.

### Preferred Skills/Qualifications

1. Excellent communication and interpersonal skills, organizational abilities and self-motivation.
2. Proficiency in AutoCAD, Photoshop, Illustrator and Sketch up, as demonstrated in a portfolio or link on resume.\*
3. Adept at creating presentations with InDesign and PowerPoint.
4. Proficiency in Microsoft Word and Excel.
5. A driver license valid in New York State.

\*All candidates should include a link to their digital portfolio on their cover letter or resume.

### Additional Information

This is a full-time year-round paid position.

### 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# 377894**. Do not access **ESS** using [nyc.gov/ess](http://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](http://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# 377894**.

Include your ERN and **Job ID# 377894** on your cover letter and resume.

### All other applicants:

Click here to apply: [Landscape Architect Intern](#) OR  
Go to [nyc.gov/careers/search](http://nyc.gov/careers/search) and search for **Job ID# 377894**.

**POST DATE: 03/15/19**

**POST UNTIL: 04/12/19\*\***

**NOTE:** All resumes must be received no later than the last day of the posting period. \*\*Posting period extended to 04/12/19. Previous applicants are still under consideration and need not reapply. References will be required upon request.

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

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