



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 400322

Office Title: Citywide Services Capital Project Manager

Civil Service Title: Project Manager **Title Code No:** 22426 **Level:** NA

Salary: \$65,000 - \$73,000

Number of Positions: 3 **Work Location:** Randall's Island

As the steward of more than 30,000 acres of parkland, the Department of Parks & Recreation (Parks) is a recognized leader and innovator of public spaces. Within the division of Citywide Technical Services, the Capital Team works in direct partnership with Parks leadership and other city agencies to assess, design and reconstruct facilities most in need of improvements. The Capital unit at Citywide Technical Services strives for design excellence to support the City's sustainability goals. The selected candidate for the Capital Program Manager position will be responsible for the development and maintenance of planning and organizational management tools to support the Citywide Technical Services Capital Team in our goal to create a more sustainable NYC.

Major Responsibilities

- Under direction of the Senior Engineer, assist in the project management of design and construction projects for the Citywide Services Capital Team.
- Develop architectural and/or Engineering drawing plans.
- Help to develop new architectural and/or engineering methods and strategies.
- Monitor progress and prepare reports on design and construction projects; track project milestones and budgets.
- Assist in the preparation of Request For Proposals (RFP), grant applications and related documents.
- Prepare and present design plans to Director, Chiefs, Deputy Chiefs and others within the agency.
- Provide design and construction management support on architectural, and/or engineering matters.

Qualification Requirements

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 approved by a States 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 the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration.

Experience which is primarily of a design nature is not acceptable towards meeting the minimum requirements.

License Requirement

For assignment to certain positions, candidates must possess a motor vehicle driver license valid in the State of New York. The license must be maintained for the duration of employment in such position.

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. Master's degree.
2. Experience with administering contracts and budgets.
3. Experience writing technical specifications and developing estimates
4. Excellent administrative, customer service and communication skills.
5. Proficiency in AutoCAD, Microsoft Word, Access, Excel and PowerPoint.

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# 400322**. 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# 400322**.

Include your ERN and **Job ID# 400322** on your cover letter and resume.

All other applicants:

Click here to apply: [Citywide Services Capital Project Manager](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 400322**.

POST DATE: 07/12/19

POST UNTIL: 08/02/19

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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THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER

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