

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 265347**

Civil Service Title: Assistant Landscape Architect
Title Code No: 21310
Office Title: Assistant Landscape Architect

Level: NA
Salary: \$53,134 - \$61,104
Work Location: Olmsted Center, Queens
Number of Positions: 8

MAJOR RESPONSIBILITIES

- Under supervision, perform landscape architectural work of moderate difficulty and responsibility for our Capital Projects division.
- Prepare landscape architectural contract drawings, specifications and estimates of quantities.
- Investigate and propose solutions to problems of grading, spatial organization and site utilization.
- Examine consultant contract drawings, specifications, and construction estimates; and submit reports.
- Develop landscaping maps and data for existing conditions and for new or proposed additions or changes.
- Assess and monitor progress of construction by reviewing and approving shop drawings and resolving design conflicts.
- Conduct site inspections for quality assurance.

QUALIFICATION REQUIREMENTS

1. A Bachelor's or Master's degree in landscape architecture from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and one year of full-time satisfactory experience in landscape architectural work; or
2. A valid New York State Registration as a Landscape Architect.

Note: A Motor Vehicle Driver License valid in New York State may be required for certain assignments. If required, this license must be maintained for the duration of the assignment.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Demonstrated ability to design and complete Landscape Architecture projects as demonstrated by a portfolio.
2. Knowledge of AutoCAD.
3. Knowledge of PhotoShop, PowerPoint and 3D rendering.
4. Excellent communication, interpersonal and organizational skills.
5. Proficiency in Microsoft Word and Excel.
6. Driver license valid in New York State.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 265347**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Assistant Landscape Architect](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 265347**

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS & RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks**

POST DATE: 09/30/16

POST UNTIL: FILLED*

Job ID#: 265347

*Previous applicants to Job ID# 228388 are still under consideration for this posting and need not reapply.
References will be required upon request.