

Civil Service Title: Associate Urban Designer  
Title Code No: 22124  
Office Title: Architectural Designer

Level: I  
Salary: \$70,000 - \$75,000  
Work Location: Olmsted Center, Queens  
Number of Positions: 4

**MAJOR RESPONSIBILITIES**

- Under direction, prepare construction drawings and specifications for the reconstruction of existing Department of Parks and Recreation building facilities.
- Provide construction administration support including submittal approvals and design solutions to unexpected field conditions.
- Develop requests for proposals to obtain architectural, engineering or construction management consultant services.
- Manage consultants to ensure contract compliance with the project's budget and schedule. Coordinate other agency reviews such as landscape architectural design and engineering trades.
- Utilizing AutoCAD and other software, prepare and/or supervise the preparation of contract drawings and specifications.
- Coordinate with in-house or consultant engineers to produce comprehensive design solutions.
- Investigate and document existing building conditions.
- Generate detailed project estimates and research potential products and materials for specification.
- Manage project to meet budget and schedule restrictions.
- Lead scoping meetings with project stakeholders to identify project goals.
- Liaise with project stakeholders to keep them apprised of progress.
- Coordinate with the budget, accounting and legal units to ensure efficient bidding and contract registration.
- Actively contribute to the Architecture Unit's development of production standards and systems.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree in architecture from an accredited college or university and two (2) years of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or
2. A satisfactory combination of education and/or experience which is equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for experience on a year-for-year basis.

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. Candidate holds a permanent or non-competitive title.
2. LEED Certification or a strong knowledge of sustainable and universal design principles.
3. Strong skills in Photoshop and PowerPoint, and experience utilizing SketchUp or an alternate 3D rendering.
4. At least one year leading a multidisciplinary team of professionals or experience managing consultant contracts.
5. Excellent communication, interpersonal and organizational skills.
6. Valid New York State driver license.
7. Valid New York State license to practice architecture or engineering.
8. Ability to work independently and efficiently.
9. Demonstrated ability to manage multiple substantial architectural projects.
10. Experience with public speaking and leading meetings.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 288129**

Include your ERN on all correspondence

**For all other applicants:**

Click here to apply: [Architectural Designer](#) OR

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 288129**

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POST DATE: 04/28/17	POST UNTIL: FILLED	Job ID#: 288129
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References will be required upon request.