



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 339949

Office Title: Landscape Architect Intern

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

Salary: \$47,860 - \$55,039

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

The mission of Forestry, Horticulture and Natural Resources is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their benefits and promote their value within and outside of the urban ecosystem. The division is responsible for citywide urban forestry, ecological and horticulture initiatives. The Green Infrastructure team creates a system of engineered landscapes that transform impervious grey space to green space to maximize environmental benefits, particularly storm water capture, in a cost effective manner.

Major Responsibilities

- Under supervision, perform landscape architectural work of moderate difficulty and responsibility for our Green Infrastructure unit within Forestry, Horticulture & Natural Resources.
- Prepare landscape architectural contract drawings, specifications and estimated bid quantities.
- Investigate and propose solutions to problems of grading, spatial organization and site utilization.
- Examine consultant contract drawings, specifications and construction estimates; submit reports.
- Develop landscaping maps and data for existing conditions and for new or proposed additions or changes.
- 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.

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 green infrastructure principles and practices.
3. Certification as an arborist by the International Society of Arboriculture or registered as a consulting arborist by the American Society of Consulting Arborists.
4. Knowledge of AutoCAD, Photoshop, PowerPoint and 3D rendering.
5. Excellent communication, interpersonal and organizational skills.
6. Proficiency in Microsoft Word and Excel.
7. Driver license valid in New York State.

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# 339949**. 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# 339949**.

Include your ERN and **Job ID# 339949** on your cover letter and resume.

All other applicants:

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

Go to nyc.gov/careers/search and search for **Job ID# 339949**

POST DATE: 03/30/18

POST UNTIL: 04/20/18

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.