



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 553366

**Office Title:** Civil Engineering Intern

**Civil Service Title:** Civil Engineering Intern **Title Code No:** 20202 **Level:** N/A

**Salary:** \$51,413 - \$59,125

**Number of Positions:** 2

**Work Location:** Olmsted Center, Queens

NYC Parks is an award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. These public spaces, encompassing over 5,000 properties and 14% of the city's land and 31% of the city's coastline, include seawalls and waterfronts, pedestrian bridges, beaches and boardwalks, parks and playgrounds, historic houses, recreation centers and pools.

### Major Responsibilities

Under direct supervision of in-house engineering staff, selected candidates will assist in the following:

- Develop designs, drawings, and specifications for civil engineering projects mainly consisting of water supply, sanitary and storm water drainage.
- Perform mathematical and engineering calculations, including quantity and cost estimates.
- Perform field investigations, document conditions and produce reports.
- Application and filing of permits such as cross-connection applications and site connection proposals.
- Transmittal of construction contracts and procurement of contractors.
- Assist in management of engineering consultant contracts.
- Technical review of engineering designs and conformity with Parks standards and procedures.
- Assist in research and development of design projects and programs.
- Draft and edit project scopes, presentations and other documents.
- Serve as a technical support by assisting others in finding solutions to problems.
- Manage facets of projects under supervision of senior staff.

### Qualification Requirements

A baccalaureate degree in civil engineering from an accredited college. A degree in any other engineering area or in civil engineering technology is not acceptable.

This position is exempt from NYC residency requirements.

### Preferred Skills/Qualifications

1. Proficient in Microsoft Word, Excel and AutoCAD.
2. Ability to read and interpret design and construction drawings as well as other contract documents.
3. Excellent communication, verbal and writing skills.
4. Excellent administrative and interpersonal skills.
5. Ability to conduct research and solve problems and pay attention to technical details.
6. A driver license valid in New York State.

### 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 Careers and search for **Job ID# 553366**. 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](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in ESS, go to Careers and search for **Job ID# 553366**.

Include your ERN and **Job ID# 553366** on your cover letter and resume.

### All other applicants:

Click here to apply: [Civil Engineering Intern](#) OR

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 553366**.

**POST DATE: 03/10/2023**

**POST UNTIL: 04/07/2023\***

**NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request. \*Posting period extended to 04/07/2023. Previous applicants are still under consideration and need not reapply.**

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

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