



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 577044

Office Title: Surveyor

Civil Service Title: Surveyor **Title Code No:** 21015 **Level:** I-B

Salary: \$62,415 - \$71,777

Number of Positions: 2 **Work Location:** Olmsted Center, Queens

NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, comfort stations, retaining walls and nearly 14 miles of beaches.

The Capital Division at NYC Parks is responsible for managing the design, construction, and administration of capital projects to expand, improve and revitalize these public spaces. NYC Parks offers competitive pay and a generous benefits package, including pension, excellent health benefits, competitive vacation/sick days and a healthy work-life balance.

Major Responsibilities

- Under supervision receive training and assist in performing land surveying work.
- Prepare sketches, maps, plats, plans and legal descriptions of property.
- Perform site surveys as well as provide direction for survey consultants to perform the same.
- Verify the accuracy of survey data including measurements and calculations conducted at survey sites by others as well as earthwork calculations.
- Direct and conduct surveys to establish legal boundaries.
- Record the results of surveys and calculate the heights, depths and relative positions of property lines.
- Obtain and record the location, height, depth and type of below draw utilities.
- Coordinate findings with the work of engineers, architects and landscape architects.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in surveying, surveying engineering, surveying engineering technology or in similar surveying-related majors, and two years of full-time satisfactory land surveying experience; or
2. An associate degree from an accredited college or university in the surveying-related majors listed in "1" above, and four years of full-time satisfactory 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 and six years of full-time satisfactory experience as described in "1" above; and
4. A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

In addition to meeting the Qualification Requirements for Assignment Level I - A above, to be assigned to Assignment Level I - B individuals must have at least one additional year of experience, for a minimum of three years of full-time satisfactory experience as described under Qualification Requirement "1" above.

This position is exempt from NYC residency requirements.

Preferred Skills/Qualifications

1. Proficient in the use of AutoCAD, CIVIL 3D and Data Collection Software, such as Leica Captivate and Access by Trimble, among others.
2. Knowledge of Photoshop, PowerPoint and 3D rendering a plus.
3. Experience operating electronic surveying instruments such as total stations, GPS receivers and electronic data collectors, among others.
4. Excellent verbal and written communication, interpersonal and organizational skills.
5. Proficient in Microsoft Word, Excel and Adobe.

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# 577044**. 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 Careers and search for **Job ID# 577044**.

Include your ERN and **Job ID# 577044** on your cover letter and resume.

All other applicants:

Click here to apply: [Surveyor](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 577044**.

POST DATE: 03/03/2023

POST UNTIL: 03/31/2023

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