



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 641950

Office Title: Project Manager Intern

Civil Service Title: Project Manager Intern **Title Code No:** 22425 **Level:** NA

Salary: \$56,313 - \$64,760

Number of Positions: 1

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, 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, conduct field visits to assess the condition of building systems according to Agency guidelines, inspection protocols, and state and local regulations as they relate to capital assets and projects.
- Collaborate with other Parks technical staff, including professional cost estimators, architects, and engineers, as well as stakeholders from other divisions, to accurately document observed conditions, propose designs and solutions to address deficiencies, and develop project schedules and cost estimates.
- Assist capital project managers with scoping and design reviews related to building systems, recommend interventions to improve overall asset condition and meet benchmark performance requirements.
- Use Parks' capital project and asset management systems for project planning, development, tracking, and implementation.
- Assist in the consultant selection process and manage Capital Division consultants performing the similar duties. Review and track consultant work to ensure timely completion and conformance with Agency standards and best practices.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, city planning, transportation planning, business administration, or public administration; or
2. A master's degree in architecture, that is the first professional degree in architecture from an accredited college or university.

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 is required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Proficiency with Microsoft 365 and ArcGIS Online.
2. Strong knowledge of NYC Building Code, Mechanical Code, Americans with Disabilities Act, and Rules of the City of New York (RCNY).
3. Excellent communication, interpersonal, and organizational skills.
4. Detail-oriented, adept at conducting research and solving problems.
5. Valid New York State driver license.

How to Apply

All Applicants:

Go to cityjobs.nyc.gov and search for Job ID# 641950.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 641950 on your cover letter and resume.**

POST DATE: 07/12/2024

POST UNTIL: 07/26/2024

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request. If you have any questions regarding this vacancy or require a reasonable accommodation during the application process, please call the Human Resources Division at (212) 830-7851.

nyc.gov/parks

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