NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Project Manager Intern

Title Code # 22425

OFFICE TITLE
Assistant Project Coordinator

SALARY
$45,441-Minimum salary for full-time employees with less than 2 years of City Service
$52,257-Maximum salary for full-time employees with more than 2 years of City Service

BUREAU/DIVISION/UNIT
Fire Prevention/Technology Management
Unit/Rangehood/Fire Suppression

LOCATION
9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION
Under supervision the Project Manager Intern will assist with Rangehood/Fire suppression projects. Projects may include installation compliance with NYC Fire Code section 903, 904, 905: Sprinkler/standpipe fire protection systems, clean agents, aerosols, dry chemical, wet chemical and water mist fire suppression systems; coordinate projects with industry and expeditors; ensure that all projects submissions are handled to meet city-wide customer service initiatives; establish project time; coordinate meetings with other city agencies and industry; develop project guidelines; maintain project criteria that are established for specific projects; work with outside consultants to ensure deadlines are conformed with and meet with city agencies, contractors, and expeditors.

QUALIFICATION REQUIREMENTS:
1. A baccalaureate degree from an accredited college or university in engineering, architecture, landscape architecture, business administration, or public administration; or
2. A masters degree in administration that is the first professional degree in architecture from an accredited college or university.

PREFERRED SKILLS:
A baccalaureate or master’s degree in administration.
Excellent written and communication skills.
Knowledge in NYC Codes and Standards.

Please note that only those candidates considered for an interview will be contacted.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY:
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID ________________.

DATED: March 16, 2015
*POST UNTIL*: April 1, 2015

The Fire Department is an Equal Opportunity Employer.