



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Community Associate	Title Code # 56057
OFFICE TITLE Community Digital Floor Plan Coordinator	SALARY \$33,799-Minimum salary for full-time employees with less than 2 years of City Service \$38,869-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Fire Prevention/Emergency Action Plan	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under supervision, the Coordinator will hold tutorial and informational workshops with the public and private sector with the goal of aiding with the preparing and filing of digital floor plans. Further, coordinate and facilitate submittal of emergency preparedness plans stressing format and completeness. Handle the cataloging and assigning of file associations and ensuring the correct linking of submissions to the associated mapping file. Must respond to client inquiry to resolve formatting and file association inconsistencies. Additionally, navigate Map Pluto and NYC BIS system to ensure correct linking of submissions to the appropriate mapping file. Geo-rectify and upload CAD and other computer filings associated with emergency preparedness plans to the InVision database.

QUALIFICATION REQUIREMENTS:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS:

Extensive knowledge of, "Invision" software and Map Pluto is a MUST.
Ability to demonstrate a working knowledge of various software programs inclusive of MS Access and Auto-CAD and other related Auto-Desk software products.
Excellent verbal communication.
Knowledge of the NYC Fire Code, Chapter 4 and the associated FD RCNY and filing requirements.

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.

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

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 # 190700 .

DATED: April 22, 2015

***POST UNTIL*:** May 7, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.