



**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-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Fire Prevention / Technology Management Unit	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under supervision, the Assistant Project Coordinator will review fire alarm projects and recommend approvals/disapprovals. Responsibilities may include fire alarm equipment review for Certificate of Approval and plan examination; ensure all project deadlines are met; research codes and standards, establish project time; review fire alarm related technical reports, and participate in technical meetings; coordinate meetings with other city agencies and the industry; develop project guidelines; maintain project criteria that are established for specific projects; work with outside consultants to ensure deadlines are conformed with; meet with city agencies, contractors, expeditors. Upon request coordinate and perform inspections of fire alarm installations to determine project completion.

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 master's degree in architecture that is the first professional degree in architecture from an accredited college or university.

PREFERRED SKILLS:

Capable of collaborative work and decision making.
A baccalaureate or master's degree in Engineering.
Excellent written and communication skills.
Knowledge in NYC Codes and Standards.

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 \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID #190708.

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

DATED: April 23, 2015

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

The Fire Department is an Equal Opportunity Employer