



City of New York
NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Job ID: 634194	Salary: \$64,242 / \$73,878
Business Title: Coordinator (Sustainability)	Division/Work Unit: Infrastructure/ Design – Section 5 - Sustainability Infrastructure
<div>Job Description</div> <p>Hours: Full-Time: 35 Hours Work Location: 30-30 Thomson Avenue, LIC, NY 11101</p> <p>The NYC Department of Design and Construction, Division of Infrastructure seeks a Coordinator (Sustainability) to support the agency in planning and implementing sustainable, resilient, and equitable design and construction. PlaNYC 2023 has set social, economic, and environmental objectives to ensure the sustainable future of New York, while preparing for climate change and reducing our impacts. Advancing the division’s sustainability goals will include a mix of data analysis, creating tools and guidelines, conducting workshops and presentations, and coordinating with internal and external entities. In addition, the Coordinator (Sustainability) will assist with Envision project certifications thru Institute for Sustainable Infrastructure (ISI). This position requires work with a variety of project stakeholders including engineers, architects, landscape architects, operators, and community boards where excellent communication and client service skills are required. The selected candidate will assist with analyzing Infrastructure design and master planning for sustainable design and help develop policies to support design excellence. Candidate will assist in identifying risks and design issues for various infrastructure projects; assist with the division’s varied portfolio of capital projects; and maintain and update the agency’s database on Infrastructure projects use of various sustainable features.</p> <p>The candidate will support projects throughout the scoping, design, procurement, and construction phases; utilize the agency’s technical resources to ensure that their projects meet DDC’s Commitment Plan objectives; apprise their supervisors of scheduling, construction, and design issues; liaise between contractor and DDC; maintain comprehensive project history files; and coordinate project schedules.</p> <p><i>Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees for visa applications, extensions or status changes, including STEM/OPT visas. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.</i></p> <p>All interested applicants, including City Employees: Please email your cover letter and resume to DDCEngineering@ddc.nyc.gov.</p>	
<div>Minimum Qualification Requirements</div> <p>1. A baccalaureate degree in civil engineering from an accredited college or university and one year of fulltime satisfactory experience in civil engineering work; or 2. A baccalaureate degree from an accredited college or university in civil engineering technology and three years of full-time satisfactory experience in civil engineering work; or 3. A baccalaureate degree from an accredited college or university and a master’s degree in civil engineering from an accredited college or university.</p>	
<div>Preferred Skills</div> <p>Selected candidate should demonstrate a collaborative approach that helps foster positive team environments in which members participate, respect, and cooperate with each other to receive desired results. Candidate should have excellent communication, organization, writing, and public speaking skills, and ability to meet/manage aggressive deadlines. Completes designated tasks in a timely and accurate manner. Demonstrated ability and enthusiasm for legislative affairs and code enforcement - Preference will be given to candidates with computer proficiency including AutoCAD, and Microsoft Word, Excel, Power IB, and PowerPoint.</p>	
<div>Residency Requirement</div> <p>New York City residency is not required for this position.</p>	
<div>55-a Program</div> <p>This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.</p>	
<div>Public Service Loan Forgiveness</div> <p>As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education’s website at StudentAid.gov/PSLF.</p>	

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.