



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

Job ID: 645263	Salary: \$76,262 - \$87,701
Business Title: Design Liaison	Division/Work Unit: Infrastructure – Design Unit – Sustainability and Urban Design

Job Description

Hours: Full-Time – 35 Hours
Work Location: 30-30 Thomson Avenue, NY, 11101

The NYC Department of Design and Construction, Division of Infrastructure, is seeking a Design Liaison to coordinate project activities in support of the Landscape team. Under the supervision of the Deputy Director, the selected candidate will primarily serve as a Design Liaison for Landscape Architectural scopes of work on DOT Plaza, Street Reconstruction, and Step Street projects; will liaise with New York City Parks Central and Borough Forestry Departments and Interagency Coordination unit on tree related issues and projects on or adjacent to Parkland; coordinate project submissions to the Public Design Commission and Landmarks Preservation Commission for their review and approval; assist in the development of in-house landscape architectural plans, specifications, and estimates; review design consultant task orders; and provide support on projects in construction by reviewing submittals, shop drawings, and change orders.

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.

All interested applicants, including City Employees: Please email your cover letter and resume to DDCEngineering@ddc.nyc.gov.

Minimum Qualification Requirements

1. A valid New York State Registration as a Landscape Architect; and

A master's degree in landscape architecture (which must be obtained by January 31, 2015) from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council of Higher Education Accreditation (CHEA) and three (3) years of full-time, satisfactory experience in landscape architectural work; or

2. A valid New York State Registration as a Landscape Architect; and
Four (4) years full-time, satisfactory experience in landscape architectural work.

NOTE: Current New York State Registration as a Landscape Architect must be maintained for the duration of your employment.

Preferred Skills

Preference will be given to candidates with excellent computer, organizational, verbal, and written communication skills. The ability to manage multiple projects simultaneously, adapt to a changing environment and a detail-oriented approach are required. Experience with stormwater management projects, as well as a background in sustainable and resilient design and rating systems, including the Envision Sustainability Professional (ENV SP) credential, is preferred.

Residency Requirement

New York City Residency is not required for this position.

55-a Program

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.

Public Service Loan Forgiveness

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.

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.