



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

Job ID: 703434	Salary: \$90,667 - \$112,755
Business Title: Senior Design Liaison	Division/Work Unit: Infrastructure / Design Unit – Section 6 - Landscape

Job Description

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

The NYC Department of Design and Construction, Division of Infrastructure is currently seeking a Senior Design Liaison to join the LANDSCAPE team.

Successful candidate will supervise and evaluate the work of a team responsible for overseeing the Tree Impact Mitigation details library, crafting new details, and ensuring that design drawings, details, and specifications include all necessary tree information; collaborating with NYC Parks Natural Resources group for approvals on projects near or within Parkland; contributing to the development and upkeep of tree-related standards in the agency’s design directives and guidelines; participating in preconstruction meetings to address tree concerns; providing support to Construction Management field staff with tree-related issues during construction phases; liaising with NYC Parks on construction and Tree Removal Permits and coordinating Tree replacement estimates for trees scheduled for removal; and conducting site visits as required to fulfill the described duties.

Furthermore, the Senior Design Liaison will be responsible for Landscape Architectural activities in support of the capital construction program of DDC’s Division of Infrastructure. This includes project scoping, design, and constructability reviews; manage Public Design Commission and/or Landmarks Preservation Commission filings, review existing condition surveys; prepare Request for Proposals (RFP) and participate in consultant selection; review of consultants’ submissions; provide in-house landscape architectural design services; work with the Green Infrastructure team to develop sustainable design strategies, details, and specifications; estimate verifications; and provide construction pre-award evaluations. Candidate will also provide technical expertise and support services to Client Agencies, such as the NYC Department of Transportation (DOT) and the NYC Department of Environmental Protection (DEP) and their projects.

Moreover, the successful candidate will act as the representative of the Design team in meetings with utility companies, and city, state, and federal agencies regarding landscape architectural issues; train staff in executing the LANDSCAPE team’s responsibilities; participate in the recruitment efforts of the agency; and support the Assistant Commissioner, Director, and Deputy Director with the team’s objectives as required.

**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](mailto: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 from an accredited college or university 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 of 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.

SPECIAL NOTE:  
In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

Preferred Skills

Please note the following preferred skills for this position:

- Robust supervision experience.
- Outstanding verbal and written communication skills
- Good interpersonal skills are required in dealing with clients, consultants, contractors, technical and non-technical staff, and managers at all levels.
- Proficiency in Microsoft Office, AutoCAD, Photoshop, PowerPoint, LandCAD, VectorWorks, Autodesk Land Development Desktop (LDE-2) or other 3-D terrain modeling and desktop-based Landscape Architectural designing and rendering will be considered a plus.
- Knowledge relevant to infrastructure work (i.e., roadway, sewer, and/or water main)
- Familiarity with NYC DOT, NYS DOT, NYC DEP specifications, MUTCD, and AASHTO standards
- Comprehensive understanding of the NYC infrastructure system and current engineering practices

- 8. Familiarity with multi-disciplinary design and construction issues, construction documents, and contracts, especially for NYC DOT and NYC DEP sponsored projects.
- 9. Experience in Landscape/Architectural works in with the public and private sectors.
- 10. Ability to analyze complex technical projects and contractual situations is required.
- 11. Proficiency in Primavera P6 scheduling and Envision Sustainability Professional (ENV SP) credential (preferred)
- 12. Valid driver's license (required)

**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 <https://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.**