



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

Job ID: 623631	Salary: \$88,026 - \$108,150
Business Title: Senior Design Reviewer	Division/Work Unit: Public Buildings / Architecture – Design Unit

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 Public Buildings, Architecture and Engineering seeks an experienced Architect. Reporting to the Director and Deputy Directors of the Architecture Unit, the selected candidate shall be responsible for project scope development; existing conditions and forensic analysis; the review of design and construction documents prepared by consultants; and the preparation and review of documents and construction administration for in-house design projects. As Team Leader, the selected candidate shall coordinate the work of multi-disciplinary teams to ensure compliance with project schedules, budgets, and applicable codes. The selected candidate must be thoroughly knowledgeable of design principles, industry best practices, building codes, project delivery methodologies, and the latest technologies and innovations in the field. The selected candidate will interface with sponsors, consultants, contractors, project managers, and other technical staff.

**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 an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.
2. In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years 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.
3. In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years 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

Preference will be given to candidates with a minimum of 10 years of full-time experience as a Registered Architect. The ideal candidate should have experience in new construction and renovation work. Previous experience should include scope development, preparing and reviewing design and construction documents, and construction administration. Good verbal and written communication skills and knowledge of NYC Building code and computer-aided drafting are essential. Good interpersonal skills in dealing with clients, consultants, contractors, team members and managers are required. AutoCad experience required, Bluebeam Revu and Revit preferred, LEED accreditation 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](http://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.**