



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 717760**

**Office Title:** Architect

**Civil Service Title:** Architect

**Title Code No:** 21215

**Level:** II

**Salary:** \$107,656

**Number of Positions:** 1

**Work Location:** Olmsted Center, Queens

The Architecture unit in the Capital Division designs, restores and/or modernizes existing or new Parks structures, ranging from a new recreation center to a historic house renovation. This work impacts neighborhood growth, public health and recreation in communities throughout New York City.

### **Major Responsibilities**

- Under direction, develop designs and bid documents for new buildings and adaptive re-use of existing structures.
- Produce designs that result in elegant, efficiently constructed and durable buildings.
- Manage all phases of project development from scope definition through construction administration.
- Ensure assigned projects meet approved budgets and schedules.
- Produce high quality construction documents for bidding and construction.
- Develop construction estimates and project schedules for supervisor's approval.
- When directed, manage consulting architects and engineers.
- Ensure all projects meet or exceed Americans with Disability Act (ADA) requirements, NYC Building Code requirements and other applicable regulations.
- Develop "green" or sustainable design elements to implement into project work.

### **Qualification Requirements**

**\*This vacancy is only open to 1) current permanent city employees serving in the Architect civil service title or 2) on leave from the title or 3) employees who are reachable on the Architect civil service list (Exam No. 5009).**

**Note:** To be eligible for placement in Assignment Level II, 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.

This position is exempt from NYC residency requirements.

### **Preferred Skills/Qualifications**

1. Excellent knowledge of AutoCAD.
2. Excellent communication and organizational skills.
3. Knowledge of and experience with NYC construction regulations.
4. Proficiency in Microsoft Word and Excel.
5. Knowledge of Adobe Creative Suite, PowerPoint and 3D modeling programs.
6. A driver license valid in New York State.

### **How to Apply**

#### **All Applicants**

**Click Here to Apply:** [Architect](#) OR

**Go to** [cityjobs.nyc.gov](http://cityjobs.nyc.gov) **and search for Job ID# 717760.**

***All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.***

**\*Current City Employees please include your ERN on your cover letter and resume.**

**POST DATE: 08/01/2025**

**POST UNTIL: 08/29/2025\***

**NOTE:** All resumes must be received no later than the last day of the posting period. \*Posting period extended to 08/29/2025. Previous applicants are still under consideration and need not reapply. References required upon request.

[nyc.gov/parks](http://nyc.gov/parks)

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)