

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

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| Civil Service Title: Architect | Level: I |
| Title Code No: 21215 | Salary: \$61,237.00 - \$88,686.00 Frequency: ANNUAL |
| Business Title: Senior Architectural Project Manager | Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370 |
| Division/Work Unit: Finance - CPD Design | Number of Positions: 1 |
| Job ID: 246642 | Hours/Shift: Day |
| Job Description | |
| <p>Under the general direction of the Director of the Design, the selected candidate will perform a variety of architectural duties which will include the preparation of feasibility studies, construction and renovation scope documents, cost estimates, and project schedules. Part of this preparation includes developing, organizing and reviewing building plans, as well as review of Consultant project submissions, maintain project records, and payments to the Consultants. The selected candidate will ensure that construction projects meet environmental, safety, structural, zoning and aesthetic standards, determine and schedule different stages of the building process according to DOC needs that will include making site visits.</p> <p>The selected candidate will provide designs and preliminary drawings, consisting of plans, elevations and sections for a variety of building types, and spaces which shall include developing component parts, plans, elevations and sections, utilizing established architectural practices, symbols and drafting techniques. The selected candidate will make routine field observations and will assist the DOC Construction Management Unit and their Project Manager to verify that construction work conforms to Contract Documents and Shop Drawings. The selected candidate will visit existing facilities and generate scopes of work for the required modifications and/or additions to a building or space. He or she will assist in the preparation of contract specifications, documents and preliminary cost estimates for the construction or conversion of buildings and similar projects, and perform other related duties as assigned. Familiarity with NYC Building Codes, Barrier-Free Design, and LEED Certification and/or knowledge of sustainable design.</p> | |
| Minimum Qualification Requirements | |
| Valid New York State Registration as an Architect and four years of full-time architectural experience. A master's degree in architecture from an accredited college will be accepted as equivalent to one year of full-time architectural experience. | |
| 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 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. | |
| Residency Requirement | |
| New York City Residency is not required for this position. | |
| Preferred Skills | |
| Strong skills in Project Management, AutoCAD, Photoshop, PowerPoint and strong knowledge of MS Excel and MS Word. | |
| To Apply | |
| For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 246642 | |
| For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 246642 | |
| Submission of a resume is not a guarantee that you will receive an interview. | |
| Only candidates under consideration will be contacted. | |
| Posting Date: 7/29/16 | Post Until: 11/17/16 |

The Department of Correction and The City of New York are Equal Opportunity Employers