



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 409748

**Office Title:** Architectural Conservator

**Civil Service Title:** Assistant Architect **Title Code No:** 21210 **Level:** NA

**Salary:** \$65,000 - \$70,000

**Number of Positions:** 1

**Work Location:** Arsenal, Manhattan

The Historic House Trust (HHT) of New York City is a non-profit organization that works in partnership with Parks & Recreation to preserve and promote the 23 historic house sites owned by New York City and located in public parks.

### Major Responsibilities

- Under supervision, serve as Architectural Conservator at the Historic House Trust.
- Oversee all aspects of public and privately funded design, construction and conservation projects.
- Perform research and conditions assessments on HHT properties and determine appropriate treatments.
- Develop and review technical specifications for conservation/restoration projects.
- Manage work of design consultants and construction contractors.
- Manage capital and restoration projects from design through construction to ensure compliance with various contract requirements.
- Prepare, review and track capital project contracts, work and change orders, overruns and Requests for Information (RFIs), time extensions, status reports and consultant/contractor payments.
- Serve as a liaison between HHT, Parks and House staff for all design, construction and conservation projects.
- Work with HHT Board and Conservation Committee on conservation/preservation issues, keep them informed of HHT projects and coordinate review of conditions and conservation plans for the houses.

### Qualification Requirements

1. A Bachelor or a Master of Architecture degree that is the first professional degree in architecture from an accredited college; or
2. A Bachelor of Science degree in architecture that is the first four years of a five-year first professional degree program in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

This position is exempt from NYC residency requirements.

### Preferred Skills/Qualifications

1. Master of Science in Historic Preservation, with emphasis on architectural conservation and three years of full-time experience.
2. Ability to produce construction contracts and technical specifications as well as read architectural plans and drawings.
3. Proven experience with project management design and construction techniques.
4. Strong written and verbal communication skills. Ability to communicate clearly and effectively.
5. Knowledge of historic preservation practices in New York City and NYC Landmarks/State Historic Preservation Office approvals process.
6. Computer literacy, including knowledge of Word, Excel, PowerPoint, AutoCAD, and Adobe InDesign and PhotoShop.

### How to Apply

#### Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 409748**. Do not access **ESS** using [nyc.gov/ess](http://nyc.gov/ess) from a Parks computer.

#### Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](http://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 409748**.

Include your ERN and **Job ID# 409748** on your cover letter and resume.

### All other applicants:

Click here to apply: [Architectural Conservator](#) OR

Go to [nyc.gov/careers/search](http://nyc.gov/careers/search) and search for **Job ID# 409748**.

**POST DATE: 08/30/19**

**POST UNTIL: 09/27/19**

**NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.**

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

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