



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 409737

Office Title: Architectural Conservator

Civil Service Title: Landmarks Preservationist **Title Code No:** 92237 **Level:** I

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 master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) with a major in historic preservation, architectural history, art history, architecture or American history; and one year of full-time satisfactory experience working in the fields of preservation, restoration or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching college level courses in historic preservation, architectural history, art history, architecture or American history; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) with a major in historic preservation, architectural history, art history, architecture or American history; and two years of full-time satisfactory experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Graduate study in any of the majors listed in "1" above can be substituted for up to one year of required experience on the basis that 30 graduate credits is equivalent to 1 year of experience. However, all candidates must have a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) with a major in any of the fields listed in "1" above, and one year of full-time satisfactory experience as described in "1" above.

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# 409737**. Do not access **ESS** using 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 or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 409737**.

Include your ERN and **Job ID# 409737** on your cover letter and resume.

All other applicants:

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

Go to nyc.gov/careers/search and search for **Job ID# 409737**.

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

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