



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 700514

Office Title: Field Representative for Landscape Construction

Civil Service Title: Administrative Horticulturist **Title Code No:** 1007C **Level:** NM

Salary: \$66,067 - \$71,246

Number of Positions: 5

Work Location: Olmsted Center, Queens

Major Responsibilities

- Under general direction, assist in all aspects of the Landscape Construction Units' (LCU) portion of general construction and horticulture projects, focusing on the preservation of existing trees, plant material, topsoil, arboriculture and horticulture during site development on Capital Projects. Advise architects, landscape architects, resident engineers and other construction professionals as to the best practices for the preservation and protection of trees on City parkland before, during and after park construction projects.
- Assist the Director of Landscape Construction in overseeing all matters relating to landscape construction, such as supervising landscape contractors, arborists, tree pruning and removals, tagging and layout of plant material, and topsoil sample collection and analysis. Monitor landscape operations for compliance with contract specifications and documents.
- Review topsoil reports and other horticultural and arboriculture construction submittals.
- Prepare, correspondence and submit reports related to site work on Capital Projects, file correspondence and maintain a project database of landscape construction operations. Provide regular updates on the status of various projects and programs and ensure that projects are advanced in a timely manner.
- Work with other divisions of Parks, including Central Forestry, the Natural Resources Group, and others as necessary.
- Work with resident engineers to formulate and optimize tree and site protection, including the siting of infrastructure such as paths, curbs, irrigation systems and underground utilities, grading issues, designation of staging areas and vehicular access routes, establishing tree protection zones and methods, soil bridging techniques and any other contract documents and specifications as appropriate.
- Work with resident engineers and landscape construction specialists to implement and enforce all Agency standards and guidelines relating to site work around trees, in particular hand excavation in the vicinity and underneath the driplines of existing trees.

Qualification Requirements

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hiring for all other candidates.

Preferred Skills/Qualifications

1. Certification as "Arborist" or "Board Certified Master Arborist" by the International Society of Arboriculture; or "Registered Consulting Arborist" by the American Society of Consulting Arborists.
2. Strong knowledge of Agency structure and divisions and/or government operations.
3. Strong knowledge of arboriculture, horticulture and landscape construction.
4. Ability to read and interpret design and construction drawings, specifications, as well as other contract documents.
5. Excellent writing, communication, interpersonal and organizational skills.
6. Proficiency in Microsoft Word and Excel.
7. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Field Representative for Landscape Construction](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 700514.

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 and Job ID# 700514 on your cover letter and resume.*

POST DATE: 01/31/2025

POST UNTIL: FILLED

NOTE: References will be required upon request.

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 \(nyc.gov\)](#)