



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

**CITYWIDE JOB VACANCY NOTICE: Job ID No. 701567**

**Office Title:** Lead Structural Engineer

**Civil Service Title:** Administrative Engineer **Title Code No:** 1001A **Level:** NM

**Salary:** \$125,000 - \$135,000

**Number of Positions:** 1

**Work Location:** Olmsted Center, Queens

### Major Responsibilities

- Under direction of the Deputy Director of Engineering, serve as lead engineer and manager on structural engineering projects and programs.
- Manage inspections, consultant contracts, in-house assignments, procurement and design and construction.
- Technical supervision and mentoring of Engineering staff to ensure quality work and on-time project delivery.
- Develop and ensure project schedules, budgets and technical quality assurance/quality control.
- Perform condition surveys/assessments, background/document research, feasibility studies, scope determination, estimates on existing or proposed infrastructure and prepare reports.
- Perform structural design calculations and provide details/drawings for filing and construction.
- Develop requests for proposals, contracts, work orders and other tasks related to consultant procurement.
- Conduct field inspections before and during design and construction, through turnover, to proactively identify and resolve problems.
- Act as subject-matter expert to represent the engineering team within and externally to the Agency.
- Propose and develop improvements to processes and programs to better advance the team's mission.
- Complete internal administrative tasks using Parks software and other systems.

### Qualification Requirements

**\*This vacancy is only open to 1) current permanent city employees serving in the Administrative Engineer civil service title or 2) on leave from the title or 3) permanent city employees in or on leave from a comparable title or 4) employees who are reachable on the Administrative Engineer civil service list (Exam No. 1506 or Exam No. 1122) or a comparable civil service list.**

This position is exempt from NYC residency requirements.

### Preferred Skills/Qualifications

1. 5 years' experience managing design and construction of retaining walls or similar structures.
2. Experience qualifying a candidate for NYC Department of Buildings certified Qualified Retaining Wall Inspector.
3. Experience in field inspections and coordinating work with construction managers and contractors.
4. Knowledge of New York City Construction Codes and Department of Buildings permits.
5. Excellent organizational and interpersonal skills with ability to manage complex multi-stakeholder projects.
6. A driver license valid in New York State.

### How to Apply

All Applicants

Click Here to Apply: [Lead Structural Engineer](#) OR

Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 701567.

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 701567 on your cover letter and resume.**

**POST DATE: 02/07/2025**

**POST UNTIL: 02/28/2025**

**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

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