

**City of New York**  
**DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Surveyor	<b>Level:</b> 1A
<b>Title Code No:</b> 21015	<b>Salary:</b> \$51,586/\$59,324-\$59,324
<b>Business Title:</b> Records Reviewer	<b>Work Location:</b> 30-30 Thomson Ave, LIC, NY
<b>Division/Work Unit:</b> Program Management-Safety and Site Support/Site Engineering	<b>Number of Positions:</b> 1
<b>Job ID:</b> 251891	<b>Hours/Shift:</b> 35 Hours

**Job Description**

The NYC Department of Design and Construction seeks a Plan and Records Reviewer to work for the Program Management Division to provide support as a records reviewer to support Infrastructure Capital Projects. The selected candidate will report to the Section Chief of Research/Investigation Unit of the Office of Site Engineering. S/he will be responsible for the retrieval of record information from multiple sources to aid in the review process. Additional duties will also include additional record research to support the Division's other Infrastructure Capital Projects at the request of the Unit's Deputy Director or other members of Senior Management.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college or university in surveying, surveying engineering, surveying engineering technology or in similar surveying-related majors, and two years of full-time satisfactory land surveying experience; or
2. An associate degree from an accredited college or university in the surveying-related majors listed in "1" above, and four years of full-time satisfactory experience as described in "1" above; or
3. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and six years of full time satisfactory experience as described in "1" above; and
4. A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level I - B individuals must have at least one additional year of experience, for a minimum of three years of full-time satisfactory experience as described under Qualification Requirement "1" above.

**Additional Qualification Requirement For Assignment Level II** In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level II, individuals must have two additional years of experience for a minimum of four years of full-time satisfactory experience as described under Qualification Requirement "1" above.

**Additional Qualification Requirement For Assignment Level III** In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level III, individuals must have three additional years of experience for a minimum of five years of full-time satisfactory experience as described under Qualification Requirement "1" above and must meet the "License Requirements" described below.

**Additional License Requirement**

Registration as a New York State Land Surveyor is required for appointment to Assignment Level III. To be assigned to officially sign off on land surveying work, a Surveyor - Assignment Level II must be a registered New York State Land Surveyor.

**Preferred Skills**

Applicant should possess a minimum of five (5) years of practical experience in the field of land surveying or civil engineering in accordance with the job description above together with the ability to read and understand various record documents from both public and private utility sources. In addition, the selected candidate should be knowledgeable with survey field data, calculations, coordinate systems, final section maps, and interpreting legal descriptions and deeds for property line verification. The preferred candidate should have a working knowledge of AutoCAD/Carlson 2014 or higher.

**Residency Requirement**

New York City Residency is not required for this position

**To Apply**

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID # 251891.

For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 251891.

Do not email mail or fax your resume to DDC directly. No phone calls will be accepted.

**Posting Date:** 09/09/2016

**Post Until:** Filled

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