



**OFFICE OF THE BROOKLYN BOROUGH PRESIDENT
JOB VACANCY NOTICE**

Office Title: Director of Topography Unit Salary: \$70,000 - \$80,000 (Based on Experience)

Civil Service Title: Administrative Engineer Title Code: 10015 Full Time Position**

****ONLY PERMANENT ADMINISTRATIVE ENGINEERS MAY APPLY OR THOSE WHO
HAVE TAKEN THE ADMINISTRATIVE ENGINEER EXAM # 7012 IN NOVEMBER 2016**

The Brooklyn Borough President's Office is seeking a licensed engineer to serve as the Director of the Topographical Unit. The successful candidate will monitor capital projects, serve as expeditor on construction initiatives, expedite technical departmental tasks and supervise the unit staff.

Must be familiar with the City Map and have experience with ULURP procedure. Among other tasks, the successful candidate will prepare schematic design drawings and presentation materials for roadway, drainage design and site development proposals, perform site grading analysis, write technical reports and assist with the development of planning studies and exhibits. Attend meetings pertaining to construction and other technical projects. Topographical tasks include: logging, indexing and maintaining files of historical and newly approved maps; street status letters in response to requests, provide professional level of assistance to the public, maintain system of vertical control survey markers for professional land surveyors, resolve disputes between licensed professional land surveyors utilizing Topographical resources, field work and necessary documentation associated with preparation of Corporation Counsel Opinion (CCO) reports to file with the NYC Law Department; and assist with review and processing of applications for issuance of house numbers for new buildings and alterations.

QUALIFICATION REQUIREMENTS

NYS Professional Engineering License and a Baccalaureate degree from an accredited college in civil engineering, plus five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering projects, two years of which must have been in an administrative, managerial or supervisory capacity.

PREFERRED SKILLS

Ability to work well in a team environment and manage multiple projects; sound mathematical and technical skills; strong attention to detail; excellent verbal and written communication skills. Working knowledge of MS Office, Google Docs, must be proficient in AutoCAD, with knowledge of civil programs (Civil 3D, etc.).

To Apply please forward resume to: Kobrien@brooklynbp.nyc.gov

Post Date: August 15, 2017

Post Until: Until Filled

JVN #: 012-18-001

The Office of the Brooklyn Borough President is an Equal Employment Opportunity Employer