



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Project Manager Intern	JOB ID# 173908
OFFICE TITLE Project Manager Intern	SALARY \$45,441 - Minimum salary for full-time employees with less than 2 years of City service \$52,257 - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Fire Prevention / Management Support Unit	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:
Under supervision, the successful candidate will analyze emergency preparedness plan submissions for completeness and quality assurance. Expedite the cataloging and assigning of file associations. Navigate Map Pluto and NYC BIS system to ensure correct linking of submissions. Geo-rectifying and uploading of CAD and other computer filings associated with emergency Preparedness Plans. Respond to technical submissions with detailed analysis and report writing. Responsible for various projects affecting plan reviews, and other complicated systems. Handle multi-facted projects on behalf of the Emergency Action Plan review unit.

QUALIFICATION REQUIREMENTS:
1. A baccalaureate degree from an accredited college or university in engineering, architecture, landscape architecture, business administration, or public administration; or
2. A masters degree in architecture that is the first professional degree in architecture from an accredited college or university.

PREFERRED SKILLS:
Capable of collaborative work and decision making. Ability to view and understand floor plans on a computer screen. Be detail oriented and has an organized approach to tasks. Extensive knowledge of "Invision" software a MUST. Experience with Auto-CAD and other related Auto-Desk software preferred. Knowledge of Fire Prevention extremely helpful. Excellent verbal and written communication skills. Excellent computer skills.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY: NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/CAREERS. CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 173908

No phone calls please.

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: November 24, 2014 ***POST UNTIL*:** December 8, 2014

The Fire Department is an Equal Opportunity Employer