



NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

CIVIL SERVICE TITLE <p style="text-align: center;">Project Manager Intern</p>	Title Code # <p style="text-align: center;">22425</p>
OFFICE TITLE <p style="text-align: center;">Assistant Project Coordinator</p>	SALARY <p>\$45,441-Minimum salary for full-time employees with less than 2 years of City Service \$52,257-Minimum salary for full-time employees with more than 2 years of City Service</p>
BUREAU/DIVISION/UNIT <p style="text-align: center;">Fire Prevention / Technology Management Unit</p>	LOCATION <p style="text-align: center;">9 Metrotech, Brooklyn, NY</p>

JOB DESCRIPTION

Under supervision, the Assistant Project Coordinator will review fire alarm projects and recommend approvals/disapprovals. Responsibilities may include fire alarm equipment review for Certificate of Approval and plan examination; ensure all project deadlines are met; research codes and standards, establish project time; review fire alarm related technical reports, and participate in technical meetings; coordinate meetings with other city agencies and the industry; develop project guidelines; maintain project criteria that are established for specific projects; work with outside consultants to ensure deadlines are conformed with; meet with city agencies, contractors, expeditors. Upon request coordinate and perform inspections of fire alarm installations to determine project completion.

- 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 master's degree in architecture that is the first professional degree in architecture from an accredited college or university.

- PREFERRED SKILLS:**
1. A Baccalaureate or Master's degree in Electrical, Electronic, Computer Science or Fire Protection Engineering.
 2. Excellent written and communication skills.
 3. Knowledge of NYC Codes and Standards.
 4. Previous plan examination experience, a plus.

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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:
 NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
 CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 204320.

DATED: August 10, 2015 ***POST UNTIL*:** August 24, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
 -Forbes magazine, on "America's Best Employers 2015"
 The Fire Department is an Equal Opportunity Employer.*