

Positions available as

## ASSISTANT SURVEYOR TRAINEE (TC21005)

AT THE NYC DEPARTMENT OF DESIGN AND CONSTRUCTION

**LOCATION:** 30-30 Thomson Avenue, L.I.C. New York    **Job Vacancy #:** 850-00-212    **6 positions**

**INFRASTRUCTURE - Design 1**

**SALARY:** \$37,682 - \$42,949 (If less than 2 years with the City)  
\$40,380 - \$42,949 (If more than 2 years with the City)

Qualified candidates will serve as CADD Coordinators in the Design Sections, Infrastructure Division with the following responsibilities: supervising and training all CADD users in the Design Sections in the plotting of CADD drawings and the dissemination of procedural changes; assigning and reviewing the work of subordinates; and maintaining accurate records of all mapping work. Additionally, candidates will prepare progress reports and coordinate the mapping work of the field construction borough offices with field survey operations conducted by other City agencies.

Candidates with in-depth knowledge of AutoCAD and excellent verbal and written communication skills preferred

**ONLY CURRENT FULL-TIME EMPLOYEES ASSIGNED TO INFRASTRUCTURE (DESIGN 1) MAY APPLY.**

### **MINIMUM QUALIFICATIONS:**

1. A bachelor of science degree in civil engineering from an accredited college with completed subjects in technical drawing and surveying and one year of full-time satisfactory experience in tax map drafting; or
2. An associate degree in civil engineering technology from an accredited school and three years of full-time satisfactory experience in drafting, at least one year of which must have been in tax map drafting; or
3. A four-year high school diploma or its educational equivalent and five years of full-time satisfactory experience in drafting, at least one year of which must have been in tax map drafting.

**TO APPLY FOR CONSIDERATION, PLEASE SUBMIT A RESUME AND A COVER LETTER INDICATING THE JOB VACANCY NUMBER TO:**

Lisa Glover - Recruitment Coordinator  
Department of Design and Construction  
ATT: JVN # 850-00-212  
30-30 Thomson Avenue - 4th Floor  
Long Island City, New York 11101  
(718) 391-1608 (Fax Number) (718) 391-3450 (Telephone Number)

You may E-mail your resumé to: [interrecruitment@ddclan.cn.ci.nyc.ny.us](mailto:interrecruitment@ddclan.cn.ci.nyc.ny.us)

To find out more about DDC, visit our website at: [www.ci.nyc.ny.us/buildnyc](http://www.ci.nyc.ny.us/buildnyc)

**NYC RESIDENCY IS NOT REQUIRED. ALL APPOINTMENTS ARE SUBJECT TO THE OFFICE OF MANAGEMENT & BUDGET APPROVAL FOR BUDGETED HEADCOUNT, AS WELL AS VACANCY CONTROL BOARD APPROVAL.**

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

**DATED:** June 28, 2000

**POST UNTIL:** July 12, 2000