



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## SEASONAL CITY CLEANUP CORPS JOB VACANCY NOTICE

**Title:** City Seasonal Aide, Urban Field Station **Duration:** up to 12/31/2021

**Work Location:** Urban Field Station, Ft. Totten **Salary:** \$15.45/hr.

**Number of Positions:** TBD

Be part of the City Cleanup Corps (CCC) at NYC Parks and beautify public spaces. The CCC will help promote tourism and confidence in New York City and drive a recovery for all of us.

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The mission of Forestry, Horticulture and Natural Resources (FHNR) is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their benefits and promote their value within and outside of the urban ecosystem. The NYC Urban Field Station's mission is to improve quality of life in urban areas by conducting and supporting research about social-ecological systems and natural resource management. It is located at Fort Totten Park in Bayside, Queens

Employees who work for 6 months or longer are eligible for healthcare benefits.

All staff will be provided with Personal Protective Equipment (PPE).

### **THIS JOB VACANCY NOTICE IS ONLY FOR CITY SEASONAL AIDE POSITIONS WITH FORESTRY, HORTICULTURE AND NATURAL RESOURCES**

#### **MAJOR RESPONSIBILITIES**

- Under supervision, assist in maintaining the NYC Urban Field Station, a facility that is open to public programs.
- Assist with administrative tasks related to facilities management, including building maintenance and communications.
- Assist with scheduling the use of the Urban Field Station's lab, office, and residential space, maintaining equipment, and implementing and enforcing safety protocols.
- Assist custodial staff in maintenance of facility.
- Interact with staff and the public in a courteous and professional manner in person and over the telephone.
- Complete simple reports on activities performed.

#### **QUALIFICATION REQUIREMENTS**

While there are no formal education or experience requirements, certain programs may require such standards. Good physical condition is required for certain programs.

#### **PREFERRED SKILLS/QUALIFICATIONS**

1. Demonstrated ability to work well in a team and independently.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

**Fees:** Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

**HOW TO APPLY: Please submit a cover letter and resume.**

#### **Parks Employees:**

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 462439**. Do not access **ESS** using [nyc.gov/ess](https://nyc.gov/ess) from a Parks computer.

#### **Parks & City Employees:**

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 462439**.

Include your ERN and **Job ID# 462439** on your cover letter and resume.

#### **All other applicants:**

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 462439**.

**POST DATE: 04/30/2021**

**POST UNTIL: FILLED**

References will be required upon request.

Only candidates selected for an interview will be contacted.