



OFFICE OF THE STATEN ISLAND BOROUGH PRESIDENT

Vito J. Fossella

JOB VACANCY NOTICE

Office Title: Topographical Associate

Salary: \$43,143 – \$71,800

Civil Service Title: Community Associate

Title Code & Schedule: 56057/ Full Time

Staten Island Borough President Vito J. Fossella is seeking a Topographical Associate to contribute to the daily operations of the Division of Land Use, Planning and Infrastructure. Successful candidate should be familiar with the City Map, city agency and land use approval processes, and able to independently review and interpret the City Map to provide a high level of technical assistance for agency, industry and public inquiries.

Responsibilities

Map Review and Status Requests:

- Search onsite vault and digital records to provide relevant Final Maps, Worksheets, Damage and Acquisition Maps, Filed Map information to city agencies for capital improvement projects
- Assist Division in preparing draft responses to street status inquiries requested by surveyors, engineers, title companies, industry and design professionals
- Preliminary Review of proposed Final Maps, Damage & Acquisition Maps and alterations to the City Map
- Provide research and status of streets as required for Topographical Bureau support

Constituent, Agency & Industry Support:

- Provide support for street map and title status inquiries to resolve issues related to house number assignment issues, delivery of emergency services, flooding concerns and other quality of life issues
- Assist industry professionals with interpretation of the City Map to determine legal grades, legal widths, and legal status of all streets in the Borough
- Provide land surveyors with monument and benchmark information to determine accurate horizontal and vertical positioning
- Research and coordination with Topo Bureau staff on assignment, verification and re-numbering of house numbers, in compliance with the City Charter and Administrative Code.

Corporation Counsel Opinions of Dedication:

- Site inspection support in the field to determine as-built conditions of open and publicly-traveled streets
- Preparation of draft sketches locating rights-of-way, property lines, easements, catch basins, trees, paved areas, sidewalks, utility poles and other as-built conditions for Director review
- Assistance with required reports and associated paperwork for submission to the NYC Law Department



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Preferred Skills:

- Work well in a professional team environment, strong attention to detail, solid mathematical and technical proficiency, ability to multi-task and effectively manage multiple assignments, attentive organizational capability, excellent verbal and written communication skills
- Working knowledge of Windows and all MS Office applications; AutoCAD, ArcGIS or other street mapping software experience preferred
- Familiarity with use and searching agency website information including: DOF Tax Map, DCP ZoLa, DOB, NYCityMap, CityLand, and Richmond County Clerk
- Operation of division's large-scale plotters, scanners and laminator

Qualification Requirements:

1. High school graduation or equivalent and three years of experience in work in an area related to the surveying or cartographic duties described above;

OR

2. Higher Education and/or experience which is equivalent to "1" above.

To apply: Submit a resume, cover letter to hdemauro@statenilandusa.com with the subject "Topographical Associate". Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

Post Date: 09/11/24

Post Until: Until Filled

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the city for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. [Student-Loans-PSLF \(nyc.gov\)](http://Student-Loans-PSLF(nyc.gov))