

LANDMARKS PRESERVATIONIST

General Statement of Duties and Responsibilities

This class of positions encompasses responsible professional work done under varying degrees of supervision and latitude for the exercise of independent initiative and judgment, performing research, technical, and analytic and design services in the planning, restoration, renovation, enhancement, designating, survey, salvaging, and preservation of historic structures. Performs regulatory functions to ensure compliance with the Landmarks Law. There are two Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Surveys and conducts research on buildings, blockfronts, districts, sites, etc., to inventory, evaluate, and prepare recommendations on proposed landmarks; prepares survey and designation reports where applicable.

Reviews plans for proposed new construction, additions, and modifications to property under Landmarks Preservation Commission jurisdiction.

Drafts conditions of Commission approval and issues permits.

Inspects work under construction for compliance; conducts comprehensive inspections; may climb scaffolding.

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LANDMARKS PRESERVATIONIST (continued)

Assignment Level I (continued)

Issues and rescinds Notices of Violation/Stop Work Orders for non-adherence to permit regulations.

Prepares background material, reports, and documents to assist Legal Department.

Advises, assists, and consults with architects on plans for City owned landmarks.

Assists property owners, architects, and developers in preparing alteration plans for submission to the Commission.

Represents the Commission at meetings with community groups and other governmental agencies to explain Commission policy and resolve issues.

Investigates and analyzes new preservation technology.

Conducts research in architectural and urban history.

Reviews and processes requests for landmark designation and applications for existing landmarks.

Presents projects at Commission or public hearings dealing with designating or altering landmarks.

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LANDMARKS PRESERVATIONIST (continued)

Assignment Level II

Includes performance of tasks described under Assignment Level I, plus the following:

Conducts studies regarding adoption of landmark guidelines and regulations, and restoration and preservation plans for individual buildings, blockfronts, districts, sites, etc.

Provides specialized technical assistance to staff.

Reviews and edits designation and related reports.

Qualification Requirements

1. (a) A Master's degree from an accredited college with a specialization in historic preservation, architectural history, art history, architecture, or American history; and
 - (b) one year of full-time satisfactory experience working in the fields of preservation, restoration, or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching at the college level in any of the fields described in (a); or

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Qualification Requirements (continued)

2. A Baccalaureate degree from an accredited college with a specialization in any of the fields listed in "1 (a)" above, and two years of full-time satisfactory experience as described in "1 (b)" above; or
3. Education and/or experience equivalent to "1" or "2" above. Graduate study in any field listed in "1 (a)" above can be substituted for up to one year of required experience on the basis that 30 graduate credits is equivalent to 1 year of experience. However, all candidates must have a Baccalaureate degree from an accredited college with a specialization in any of the fields listed in "1 (a)" above and one year of full-time satisfactory experience as described in "1 (b)" above.

Direct Lines of Promotion

From: None

To: Associate Landmarks
Preservationist (92238)