

**City of New York**  
**DEPARTMENT OF BUILDINGS**  
**Job Posting Notice**

<b>Civil Service Title:</b> ASSISTANT PLAN EXAMINER	<b>Level:</b> 00
<b>Title Code No:</b> 22405	<b>Salary:</b> \$52,606--\$65,000 Annually
<b>Business Title:</b> Assistant Plan Examiner	<b>Work Location:</b> NYC - All Boroughs
<b>Division/Work Unit:</b> Citywide	<b>Number of Positions:</b> 10
<b>Job ID:</b> 183148	<b>Hours/Shift:</b> 35 hours (minimum)

**Job Description**

The Department of Buildings is a dynamic municipal agency committed to ensuring safe and compliant construction in NYC. We are seeking Assistant Plan Examiners to join our team.

Under general supervision, perform responsible supervisory and detail oriented work, in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the Department of Buildings. Will perform work related to the following responsibilities: Examining and reviewing design and/or equipment plans and specifications for the construction, alteration or repair of buildings under the jurisdiction of the Department of Buildings to note compliance with and violation of Building Code provisions and other pertinent codes and regulations regarding structures, materials, applications, and methods of construction, etc.

Interpreting the Building Code, Zoning Resolution and other rules, regulations and legislation as they apply to the legality of proposed building construction, alteration or repair, including all Energy code requirements.

Preparing reports and recommendations on the approval of applications and the issuance of permits for building construction.

Engaging in research, investigations, studies and examinations related to the construction or demolition of structures subject to the provisions of the Construction Code.

May be required to perform fieldwork to make on site determination of structural stability and safety.

Additional duties and projects as needed.

**Minimum Qualification Requirements**

1. A Baccalaureate degree in civil engineering from an accredited college and either (a) one year of fulltime satisfactory experience in civil engineering work in building design or building construction or (b) a Master's degree in civil engineering from an accredited college; or
2. A combination of a Baccalaureate degree in civil engineering technology from an accredited college and a Master's degree in civil engineering from an accredited college, plus one year of full-time satisfactory experience in civil engineering work in building design or building construction; or
3. A Bachelor of Architecture or a Master of Architecture from an accredited college, both of which are first professional degrees in architecture. Please note, a baccalaureate degree in architecture awarded after a four year program is not qualifying.
4. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in architecture or a Bachelor of Science degree in architectural technology from an accredited college and one year of full-time satisfactory experience in architectural work in building design or building construction.

**Preferred Skills**

Working knowledge of the NYC Construction Code and Zoning Resolution.  
 Excellent communication and organizational skills.

**Residency Requirement**

New York City Residency is not required for this position

**To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and search for the specific Job ID #.

**For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

<b>Posting Date:</b> 4/16/2015	<b>Post Until:</b> Filled
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