

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

Civil Service Title: ASSISTANT PLAN EXAMINER (BLDGS)	Level: 00
Title Code No: 22405	Salary: \$53,921.00-\$65,000.00
Business Title: Assistant Plan Examiner, SEP-PCAIU	Work Location: 120-55 Queens Blvd, Queens NY
Division/Work Unit: Professional Certification	Number of Positions: 2
Job ID: 226338	Hours/Shift: 35 Hours (minimum)
Job Description	
<p>Under the direct supervision of SEP-PCAIU Plan Examination Supervisor, the selected candidate will be responsible for but not limited to the following:</p> <ul style="list-style-type: none"> -Performing audit of 014 jobs (PROCERT and Regular jobs) that are permitted and under construction or jobs that were completed and submitted for sign off. These applications involve the erection, alteration, and repair of structures throughout the city. -Reviewing and examining inspected jobs for compliance with NYC Construction Code, Zoning Resolution, Energy Code and other related building laws enforced by the Department of Buildings. -Preparing lists of objections identified during review and examination of the subject jobs. -Meeting with Applicants or their representatives to answer objections -Preparing technical reports for audited jobs referred to the Unit. -Answering questions from the public with regards to the interpretation of the NYC Building Construction Codes, Zoning Resolution and other applicable Codes. -Assisting the PCAIU supervisors in the research, data statistics for preparation of Unit's performance reports. Additional duties as required by the PCAIU management team. -Issuing ECB violations to Professional when needed. -Assisting the PCAIU inspectors in the interpretation of NYC Building Construction Code and other applicable codes to properly write the violations. -Attending ECB court hearings when required. -Conducting field inspections of distressed, compromised buildings as requested by respective Borough Commissioners and making recommendations and reports on findings. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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. 	
Residency Requirement	
New York City Residency is not required for this position	
To Apply	
<p>For Non-City/External Candidates: Visit the www.nyc.gov/jobs/search and search for the specific Job ID # 226338.</p> <p>For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID # 226338.</p>	
No phone calls, faxes or personal inquiries permitted. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED	
Posting Date: 12/21/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer