

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

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| Civil Service Title: Administrative Engineer | Level: M1 |
| Title Code No: 10015 | Salary: 55,815.00--\$90,000 Annually |
| Business Title: Chief Plan Examiner, Elevators | Work Location: 280 Broadway, 4th Floor, N.Y. |
| Division/Work Unit: Construction Safety/Elevators | Number of Positions: 1 |
| Job ID: 191060 | Hours/Shift: 35 hours (minimum) |

Job Description

Under general supervision, perform responsible supervisory and detail oriented work, including but not limited to the following:

- Examining and reviewing design and/or plans and specifications for the construction, alteration, modification or repair of elevators and conveying systems under the jurisdiction of the Department of Buildings to note compliance with and violation of Building Code provisions and other pertinent codes and regulations.
- Interpreting the Building Code, elevator code and other rules, regulations and legislation as they apply to the legality of proposed elevator related work.
- Preparing reports and recommendations on the approval of applications and the issuance of permits for elevators and related devices.
- Engaging in research, investigations, studies and examinations related to the construction, modification, and/or alteration of elevators and related devices.
- Meet with applicants face to face or over the phone to discuss the applications and/or code issues.
- Calculation of fees and penalties for proposed work on elevator and related devices.
- Respond to phone enquiries about code and plan examination related issues.
- May be required to perform fieldwork to make on site determination to code conformance.
- Additional duties and projects as needed.

Minimum Qualification Requirements

A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been as an administrative engineer.

Preferred Skills

- Working knowledge of the National and NYC elevator code.
- Working knowledge of the NYC Construction Code and Zoning Resolution.
- Excellent communication and organizational skills.
- QEI certification.

Additional Information

Preference given to those with a Baccalaureate degree in either mechanical, electrical, or civil engineering from an accredited college and (a) at least three years of full-time satisfactory experience in engineering work related to elevators or (b) a Master's degree in one of the engineering fields mentioned above from an accredited college and at least one year of full-time satisfactory experience in engineering work related to elevators.

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 Job ID #191060.

For Current City Employees: Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for Job ID #191060.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

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| Posting Date: 4/20/2015 | Post Until: Filled |
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