

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

Civil Service Title: Administrative Architect	Level: M2
Title Code No: 10004	Salary: 61,732--\$110,000 Annually
Business Title: Code Development Architect	Work Location: 280 Broadway, 7th Floor, N.Y.
Division/Work Unit: Code Development	Number of Positions: 4
Job ID: 194886	Hours/Shift: 35 hours (minimum)

Job Description

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

Reporting to the Director of Engineering, Division of Technical Affairs and Code Development, the Code Development Architect will work on various technical subject matters. The selected candidate will:

Perform complex research regarding construction codes, zoning resolution and related laws and rules, often under tight deadlines
Answer questions from the public regarding construction codes, zoning resolution and related laws and rules
Draft proposed construction code and rule revisions
Participate in the triennial construction code revision process
Assist with the adoption of an existing building code
Draft Buildings Bulletins that provide the public with interpretations and clarifications on complex issues relating to the construction codes, zoning resolution and related laws and rules
Prepare presentation materials such as powerpoint slides and informational sketches in AutoCAD and other drawing programs, for a variety of audiences including agency staff, technically proficient industry representatives, City Council members and staff and the general public
Support and further the Agency's commitment to improving operations and implementation of technology based solutions
Assist the Director of Engineering and other level personnel on projects as required

Minimum Qualification Requirements

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

Preferred Skills

Ability to work independently.
Ability to write complex technical issues in a clear and concise manner; Please submit writing sample with resume.
Demonstrated excellent communication, organization and writing skills.
Demonstrated ability/potential to work effectively with and motivate project teams in both leading and supporting roles.
Experience managing multiple projects and delivering results on time.
Knowledge of the New York City Construction Codes and Zoning Resolution.
Candidates with knowledge and experience with the NYS Multiple Dwelling Law given special consideration.
Candidates with knowledge and experience with the design requirement of means of egress systems given special consideration.

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

Posting Date: 5/21/2015

Post Until: Filled

The City of New York is an Equal Opportunity Employer