

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

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| Civil Service Title: Administrative Engineer | Level: M2 |
| Title Code No: 10015 | Salary: \$61,732--\$110,000 Annually |
| Business Title: Code Development Engineer | Work Location: 280 Broadway, 7th Floor, N.Y. |
| Division/Work Unit: Code Development | Number of Positions: 4 |
| Job ID: 194887 | 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 Director of Engineering, Division of Technical Affairs and Code Development, the Code Development Engineer 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 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

- 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 fire protection systems given special consideration.
- Candidates with knowledge and experience with the structural assessment of existing buildings 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