

**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--\$75,000 Annually
<b>Business Title:</b> Project Advocate	<b>Work Location:</b> NYC - All Boroughs
<b>Division/Work Unit:</b> Strategic Planning & Policy	<b>Number of Positions:</b> 2
<b>Job ID:</b> 199634	<b>Hours/Shift:</b> 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 Chief Plan Examiner, duties will include, but are not limited to:

Serving as the customer service liaison for a group of applicants and coordinating an effort to deliver Certificate of Occupancies (C of O) in a timely fashion.

Being a single point of contact for special projects within the agency in support of the Department's Strategic Plan.

Performing quantitative and qualitative analysis to make recommendations on more efficient processes for plan exam, inspections or certificate of occupancy.

Attending public forums and other meetings relating to DOB issues.

Conducting monthly meeting with large scale project developers to discuss project status.

**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.

**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> 7/10/2015	<b>Post Until:</b> Filled
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