

EXECUTIVE INSPECTOR (BUILDINGS)

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under executive direction, with wide latitude for independent judgement and initiative, serves as Executive Inspector of the Department. In special or emergency situations, or when difficult technical issues arise, provides consultative advice on the inspection activities of assigned divisions and offices. Participates at the executive level in planning and promulgating new programs to improve performance standards and to meet departmental objectives.

Examples of Typical Tasks

Plans, directs and coordinates the intra-departmental and inter-borough activities of development and/or enforcement inspectors to improve qualitative work performance standards.

Serves as a technical consultant to the executive staff and development and/or enforcement inspectors in the planning, promulgation and evaluation of new inspectorial programs and in the preparation of directives to achieve departmental objectives.

Serves as liaison between the executive office and development and/or enforcement offices on inspectorial and enforcement matters, procedures and staffing. Coordinates monthly meetings with borough or enforcement inspectors to develop operational procedures, practices and training curricula.

Conducts field audits to ensure compliance with agency policy and procedures.

Sets and enforces inspectional policy and procedures for development and/or enforcement inspectors concerning the interpretation of the New York City Building Codes, departmental rules, regulations and laws pertinent to development and/or enforcement related inspections.

Exercises executive direction in investigations involving violations of law, construction accidents, major fires and other disasters in structures, performs special assignments.

EXECUTIVE INSPECTOR (BUILDINGS) (continued)

In special or emergency situations, or when difficult technical issues arise, provides consultative advice on the inspection activities of assigned divisions and offices.

Makes recommendations for changes in law where existing laws are not current or are inadequate. Makes recommendations for new legislation where required.

Qualification Requirements

1. A valid New York State license as a Professional Engineer or valid New York State Registration as an Architect, and two years of full-time experience working at a construction trade or working as an inspector of construction, hoists and rigging, plumbing, boilers, or elevators, at least 18 months of which must have been in a responsible administrative, consultative, managerial or executive capacity; or
2. Six years of full-time experience as described in “1” above, at least 18 months of which must have been in a responsible administrative, consultative, managerial or executive capacity; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must possess the 18 months of responsible administrative, consultative, managerial or executive experience as described in “1” or “2” above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.