

BOROUGH COMMISSIONER (BUILDINGS)

General Statement of Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, responsible for the management of one of the five borough offices or a centralized office responsible for development working with all boroughs.

Examples of Typical Tasks

Manages a borough office or the Development Hub.

Oversees the enforcement, interpretation and administration of the New York City Construction Codes, Multiple Dwelling Law, Labor Law, Zoning Law and other pertinent laws, rules and regulations.

Oversees the enforcement of laws relating to construction, alteration, maintenance, use, occupancy, safety, sanitary conditions, mechanical equipment, demolition and signs.

Oversees the examination and approval of all construction or alteration plans for conformance with the City Construction Codes and other relevant laws to ensure public safety.

Responsible for the issuance and recording of Certificates of Occupancy, various permits, violations and unsafe building notices; orders and coordinates vacates as necessary.

Formulates plans and initiates procedures and systems to improve the efficiency and strengthen the operation of borough programs.

Adjudicates appeals by applicants, builders, architects, engineers, construction firms and the general public of decisions made by the plan examination and inspection forces.

BOROUGH COMMISSIONER (BUILDINGS) (continued)

Qualification Requirements

1. A baccalaureate in engineering or architecture from an accredited college or university and six years of full-time professional experience in architecture or engineering performing work in building design, building construction, or building equipment systems design; at least two years of which must have been in an administrative, managerial or supervisory capacity; or
2. Education and/or experience equivalent to “1” above. All candidates must have at least two years of experience in an administrative, managerial or supervisory capacity.

License Requirement

Possession of a valid New York State license as a Professional Engineer or Registered Architect

Direct Lines of Promotion

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