

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

<b>Civil Service Title:</b> Administrative Inspector (Buildings) M-1	<b>Office Title:</b> Chief of Boilers	
<b>Title Code No:</b> 10073	<b>Salary:</b> Commensurate with experience	
<b>Division/Work Unit:</b> Boilers	<b>Work location:</b> 280 Broadway, 4 <sup>th</sup> Floor, NY, NY	
<b>Hours/Shift:</b> 35 Hours (Minimum)	<b>Number of Positions:</b> 1	
<b>Job Description</b>		
<p>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.</p> <p>The Chief of Boilers will be responsible for, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Balancing and prioritizing work assignments to meet the Agency's needs.</li> <li>• Ensuring the timely routing of inspectors.</li> <li>• Overseeing the training of all boiler inspectors.</li> <li>• Conducting routine meetings with the boiler technical staff to review Agency policy and procedures.</li> <li>• Ensuring that supervisory staff review assignments and manage concerns or issues promptly.</li> <li>• Monitoring relevant documents, such as incident reports, sealed devices, complaints, QA reports, and special reports to ensure accuracy and timely completion of assignments.</li> <li>• Reviewing failed "first test" check lists.</li> <li>• Managing time and leave, personnel issues, performance evaluations and ensure adherence to citywide rules and regulations.</li> <li>• Answering technical questions from the public.</li> <li>• Implementing new procedures and support technology improvements.</li> <li>• Coordinating new initiatives, scheduling and complaint resolution with administrative staff and other unit chiefs.</li> <li>• Serving as the Commissioner's representative on matters related to boilers and pressure vessels.</li> <li>• Performing quality assurance, fieldwork and field supervision as necessary including responding to emergencies and performing inspections.</li> <li>• Will be required to respond to emergencies during off-hours.</li> </ul>		
<b>Qualification Requirements</b>		
<ol style="list-style-type: none"> <li>1. Seven years of full-time satisfactory 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 managerial, administrative, or supervisory capacity; or</li> <li>2. Two years of education in an accredited college or technical school in a construction program or education towards a baccalaureate degree in a related field of engineering, architecture or engineering technology and five years of experience as described in 1 above, at least 18 months of which must have been in a managerial, administrative, or supervisory capacity; or</li> <li>3. An approved five year apprenticeship in building inspection and at least three and one-half years of experience as described in "1" above, at least 18 months of which must have been in a managerial, administrative, or supervisory capacity; or</li> <li>4. A license as a professional engineer or architect issued pursuant to the education law, and at least two years of experience as described in 1 above, at least 18 months of which must have been in a managerial, administrative, or supervisory capacity; or</li> <li>5. Completion of three years of an approved apprenticeship in building inspection and either four years of experience as described in "1" above or two years of experience as described in "1" above and two years of education as described in "2" above. However all candidates must have at least 18 months of the managerial, administrative, or supervisory experience as described in "1" above; or</li> <li>6. Education and/or experience which is equivalent to "1", "2" "3" or "4" above. All candidates must have at least 2 years of experience as described in "1" above and at least 18 months of which must have been in a managerial, administrative, or supervisory capacity.</li> </ol>		
<b>Essential Skills</b>		
<ul style="list-style-type: none"> <li>• A National Board Commission for inspection of boilers and pressure vessels or a license as a professional engineer or registration as an architect or equivalent experience and training.</li> <li>• Outstanding leadership, managerial and communication skills.</li> <li>• Demonstrated knowledge of the NYC Building Code, Zoning Resolution and other applicable laws and rules enforced by the agency.</li> <li>• Excellent communication, writing, leadership, management, organizational and analytical skills required.</li> <li>• Must be detail oriented with the ability to work independently and handle multiple tasks, as well as develop and motivate staff and inspire team effort.</li> </ul>		
<b>To Apply</b>		
<p>For more information, please visit the DOB website at <a href="http://www.nyc.gov/buildings">www.nyc.gov/buildings</a>.</p> <p>In order to receive proper consideration for this position, please submit your resume and cover letter in confidence indicating <b>JVN# 810-2012-98499</b> by the date below.</p> <p>Preferred Method: Email resume and cover letter to: <a href="mailto:Recruit@buildings.nyc.gov">Recruit@buildings.nyc.gov</a>. Indicate the JVN# in the subject line of the email.</p> <p>Please review your resume to ensure it clearly indicates that you meet all of the qualifications required for the position posted.</p> <p>Resumes that don't clearly show this information will not be forwarded to the hiring manager for consideration. While we appreciate every applicant's interest, only those under consideration by the hiring manager will be contacted.</p> <p style="text-align: center;">No phone calls please.</p>		
<b>Post Date:</b> February 9, 2012	<b>Post Until:</b> Filled	<b>JVN:</b> 810-2012-98499

**The City of New York is an Equal Opportunity Employer.  
Special accommodations will be provided for disabled applicants.**