

**ADMINISTRATIVE BOROUGH SUPERINTENDENT**  
**(NY HELPS PROGRAM)**

**Duties and Responsibilities**

This is a management class of positions with two assignment levels. The following are typical assignments within this class of positions:

Under executive direction, with broad scope for the exercise of independent initiative and judgment, directs, administers, and coordinates the activities of a Borough Office of the Department of Buildings; interprets and enforces the Building Code, the Multiple Dwelling Law, Labor Law, Zoning Resolution, other miscellaneous laws under the jurisdiction of the Department of Buildings and applicable rules of the Board of Standards and Appeals. Supervises the inspection of buildings and structures during construction or alteration; reviews appeals from decisions of examiners; inspects sources of construction accidents; adjudicates violations and reviews controversial applications; performs related work.

Under the executive direction of the Commissioner of Buildings directs, administers and coordinates all the operational functions of the Department of Buildings throughout the City concerned with the enforcement of laws, rules and regulations relating to construction, alteration and maintenance of buildings; administers a program of surveys and inspections; develops methods and procedures; establishes and directs the maintenance of a records and reports system; selects and assigns staff and makes recommendations to superiors on major personnel matters; develops and establishes performance standards and reviews evaluations for compliance; supervises preparation of management reports and surveys; maintains liaison with public, other departments and interested persons; decides on appeals from decisions made by subordinates; performs related work.

**ADMINISTRATIVE BOROUGH SUPERINTENDENT**  
**(NY HELPS PROGRAM)** ( continued)

**Qualification Requirements**

1. Possession of a valid New York State Professional Engineer's License or valid New York State Registration as an Architect; and
2. A baccalaureate degree in engineering or architecture issued upon completion of a course of study in an accredited college, university or technical institution and six (6) years of full-time paid experience as an architect, builder or professional engineer employed in structural work, or a satisfactory equivalent.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Borough Superintendent (10007)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.