

MULTIPLE DWELLING SPECIALIST (BUILDINGS) (NY HELPS PROGRAM)

Duties and Responsibilities

This class of positions involves the examination of plans and applications for construction, alteration and repair of multiple dwellings and smaller dwellings. The purpose of the examination is to ensure compliance with applicable provisions of the Multiple Dwelling Law, Housing Maintenance Code, Building Code, Zoning Regulations, Department of Buildings Rules and Regulations, and other pertinent laws, rules and regulations.

The duties may also include explaining the laws, rules and regulations cited above to applicants seeking approval, to the general public, to plan examiners and other officers and employees of the Department of Buildings.

Multiple Dwelling Specialists may represent their agency in relations with other City agencies, contractors, owners, consultants and their agents.

Prepares reports.

The work is usually performed under the direct or indirect supervision of a borough chief engineer.

Performs related work.

There are three assignment levels. The following are typical assignments for each level:

Assignment Level I

Under supervision, performs work of ordinary difficulty and responsibility in the examination and approval of plans and applications as follows:

- a) For one and two-family dwellings: Plans for alteration, repair, use and occupancy.
- b) For one and two-family dwellings and for multiple dwellings: Miscellaneous Building Notice applications for minor construction work such as (but not limited to) boiler room enclosures, cellar stair enclosures, compactors and upgrading of Incinerators, dumbwaiter enclosures, erection of chimneys, fire escapes, hung ceilings, refuse chutes, and soundproofing and interior finishing of walls and ceilings. Also, alteration applications of limited scope; or other equivalent assignments.

Assignment Level II

Under supervision, with some latitude for independent action and decision, performs moderately difficult work in the examination and approval of a broad variety of plans and applications for the construction, alteration, repair, use and occupancy of one and two—family dwellings and low-rise multiple dwellings (seven stories or less); or other equivalent assignments.

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(continued)

Assignment Level III

Under general supervision, with latitude for independent action, performs work of more than ordinary difficulty and responsibility in the examination and approval of all categories of plans and applications for the construction, alteration, repair, use and occupancy of multiple dwellings of any size. May supervise a unit of Multiple Dwelling Specialists; or other equivalent assignments.

Qualification Requirements

1. Five. years of full-time paid experience in the inspection of buildings for compliance with the New York City Multiple Dwelling Law, Housing Maintenance Code, Building Code, Zoning Regulations and other pertinent laws, rules and regulations; or
2. An associate degree from an accredited college in civil or mechanical engineering technology, architectural technology, or a related field and three years of full-time paid experience in building design or the engineering and/or architectural aspects related to building design and/or construction; or
3. Education and/or experience which is equivalent to “1” or “2”.

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 “Multiple Dwelling Specialist (Buildings) (22401)” 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.