



City of New York  
NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION  
Citywide Job Posting Notice

<b>Job ID:</b> 695400	<b>Salary:</b> \$84,018 / \$96,621 - \$100,857
<b>Business Title:</b> Chief (Code Compliance)	<b>Division/Work Unit:</b> Safety & Site Support / Construction Safety/Code Comp.

**Job Description**

**Hours:** Full Time- 35 Hours

**Work Location:** 30-30 Thomson Avenue, LIC, NY 11101

The NYC Department of Design and Construction, Division of Safety & Site Support, seeks to hire a Chief of Code Compliance. The selected candidate will oversee the Code Compliance Unit, within the Office of Construction Safety, and be responsible for DDC's construction safety related programs, including comprehensive review of site safety plans (SSP) for DDC capital construction projects; maintains safety construction records; review and enforcement of DDC construction safety programs consistent with local, state, and federal codes; supervision of Safety Code Compliance Auditors; preparation of various reports, safety advisories, SSP templates, presentations, and operating procedures. Additional responsibilities will include: attending project meetings to enforce safety requirements; preparing and updating pre-construction meeting handouts; developing and presenting various safety trainings for project staff, contractors and consultants; conducting reviews of SSPs and safety documentation for high priority/critical projects and communicating results to project staff and contractors; providing support to the Deputy Director of Construction Safety by handling safety related issues, developing recommendations for enhancement, implementing new initiatives, and maintaining the SSP web-based application. This position plays a crucial role in enhancing construction safety and ensuring regulatory compliance within the agency.

***Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees for visa applications, extensions or status changes, including STEM/OPT visas. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.***

All interested applicants, including City Employees:

Please email your cover letter and resume to [DDCEngineering@ddc.nyc.gov](mailto:DDCEngineering@ddc.nyc.gov).

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the five years of the required experience; or
2. One year of the experience as described in "1" above and a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
3. One year of the experience as described in "1" above and a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and a combination of at least two years of experience as described in "1" above and the education as described in "2" above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program as described in "2" above may be substituted for experience on the basis of 30 semester credits for one year of satisfactory full-time experience up to a maximum of three years of experience.

Note: Candidates must specify for each construction project they worked on: a description of the construction project, the time period they worked on the construction project, and the type of work they performed. Candidates must also specify the

money allotted for the project.

**Driver License Requirement:** At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

5. For Assignment to Level II, In addition to meeting the "Qualification Requirements" above, candidates must have one additional year of satisfactory full-time experience working in Assignment Level I; or one additional year of satisfactory full-time experience as described in "1" above.

6. For Assignment to Level III, in addition to meeting the Qualification Requirements for Construction Project Manager, candidates must have two additional years of satisfactory full-time experience working in Construction Project Manager Assignment Level I and II; or two additional years of satisfactory full-time experience as described in question "1" above and possess a motor vehicle driver license valid in the State of New York which must be maintained for the duration of employment noting that if you have moving violations, license suspension or an accident record, you may be disqualified.

#### **Preferred Skills**

Candidate should possess at least five years of construction-related experience. Working knowledge of OSHA 29 CFR, NYC Building Code, NYC Fire Code, MUTCD, and other local, state, and federal safety regulations. Leadership, analytical and computer skills, strong communication and writing skills are required. Ability to perform work under time-sensitive deadlines. A valid OSHA Construction Industry 30 Hours certification or higher is a plus.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**