

DEPUTY COMMISSIONER (BUILDINGS)

Duties and Responsibilities

This is a management class of positions.

Responsible for the proper management of all administrative activities of the Department of Buildings. In the absence of the Commissioner, may be designated to perform all the duties of the Commissioner of Buildings. Responsible for the preparation of annual budget requests, budget administration, and the direction of all departmental personnel activities. Acts as Personnel and Budget Officer. Directs planning and policy-making activities in regard to licensing of businesses and skilled craftsmen pursuant to the building code provisions of the Administrative Code and the collection of revenue from permits, licenses and other fees, thereunder.

Represents the Department of Buildings at public hearings, civic and trade organizations.