

PLAN EXAMINER (BUILDINGS)

Duties and Responsibilities

Under general supervision, performs responsible supervisory work, or difficult and responsible work, in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the Department of Buildings; completes reports and interprets building codes, rules and zoning regulations; performs related work.

Examples of Typical Tasks

Examines and reviews, or supervises the examination and review of the basic design plans, including the foundation plans, or other significant or complex portions of the basic design plans for the construction, alteration, or repair of major buildings under the jurisdiction of the Department of Buildings to secure adherence to the provisions of the Construction Codes and other pertinent codes and regulations regarding structures, materials, appliances, and methods of construction, etc.

Prepares, or supervises the preparation of, reports and recommendations on the approval of applications and the issuance of permits for building construction.

Engages in, or supervises the conduct of, complex and important research, investigations, studies and examinations related to the construction or demolition of structures subject to the provisions of the Construction Codes.

May conduct field inspections of buildings.

May represent the Department of Buildings in relations with City Departments and agencies, contractors and their representatives, owners and their agents, architects or engineers, consultants, and the general public.

May assist a chief plan examiner in supervising the work of a borough plan examination office.

Plans, assigns, and reviews the work of subordinates.

PLAN EXAMINER (BUILDINGS) (continued)

Qualification Requirements

Possession of a valid New York State Professional Engineer's license or registration as an Architect and one of the following:

1. Four (4) years of full-time satisfactory experience in architecture, civil engineering, or mechanical engineering performing work in building design, building construction, or building equipment systems design, of which two years must have been in building design or building equipment systems design; or
2. A master's degree or higher in civil engineering, mechanical engineering, or a five-year Bachelor of Architecture or a Master of Architecture from an accredited college, and three (3) years of full-time satisfactory experience in architecture civil engineering, or mechanical engineering performing the work described in "1" above, of which two (2) years must have been in building design or building equipment systems design.

License or Registration Requirement

On the date of appointment, must possess a valid New York State Professional Engineer's License or a valid New York State Registration as an Architect. Current New York State registration as a Professional Engineer or Architect must be maintained for the duration of employment.

Direct Lines of Promotion

From: Assistant Plan Examiner
(Buildings) (22405)

To: Administrative Engineer
(M 10015)
Administrative Architect
(M 10004)