

Position Title: Code Administrator
Department: Code Compliance
Location: Rochester, NY or Buffalo, NY
Hiring Rate: \$75,683
Bargaining Unit: CSEA
Posting Date: August 11, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply for this job opportunity:

[Click Here](#)

For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Code Administrator
Grade/Classification:	5 (D1) – Professional II
Bargaining Unit:	CSEA
FLSA Status:	Exempt

Last Revised: September 27, 2019

Primary Purpose

The Code Administrator performs code related and fire/life safety inspections, documents review and conducts investigations to evaluate and determine code compliance and life safety conditions of projects under construction and existing facilities.

Essential Functions

- Conduct various fire/life safety inspections, testing, analysis and review of projects and facilities for compliance with all applicable client, local, State and federal codes, laws, rules and regulations, as well as DASNY policies and procedures.
- Consult with code enforcement, fire and other safety-related State, local and other officials when appropriate.
- Consult with DA staff on fire/life safety systems, codes and questions arising from the review of plans, drawings and construction project problems and issues.
- Consult with staff and clients on proposed changes in physical structures or in the uses of DA properties.
- Perform project drawing and specification design review, ensuring documents are code compliant, technically sound and suitable for public bidding.
- Participate in the Construction Permitting Program, including the issuance of Construction permits, Temporary Approvals for Occupancy, and Code Compliance Certificates.
- Survey property prior to acquisition or involvement by the Dormitory Authority, assessing the general condition, state of repair, level of maintenance and compliance with applicable life/safety regulations.
- Review and assess damage to DA properties.
- Prepare reports relating to assigned activities and review reports/correspondence prepared by consultants, contractors, code enforcement officials and DASNY field staff.

Other Duties and Responsibilities

- Perform other inspections and related services as directed.
- Assist with the design, development, documentation and testing of computer applications for the Quality Assurance unit.
- Assist with the development, documentation and implementation of procedures.
- Assist with the assessment/development and implementation of internal controls, and participate in the review and testing of same.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the NYS Office of Information Technology Services. (Standards can be found on the Intranet).

Supervision

N/A

Position Description

Physical/Mental/Visual Demands

Frequent travel is required (8-12 trips per month) using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and other work-safety hazards (chemicals, fumes, etc.) of a construction site. Must be available to occasionally work a modified work schedule or extended workday hours.

Work Environment

Workstation varies depending on assignment. Requires use of field equipment to conduct site visit observations and associated testing. Requires use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder.

Minimum Qualifications

Bachelor's degree plus four years relevant experience, or Associate's degree plus six years relevant experience. Certification as a Code Enforcement Official in NYS, or ability to obtain certification within 12 months for candidates meeting educational requirements plus eight years relevant experience and holding International Code Council (ICC) or other code enforcement-related certifications. Must possess a valid driver's license. Other combinations of education and experience may be considered.

Preferred Qualifications

Bachelor's degree in Engineering, Architecture or related field plus four years relevant experience. Certification as a Code Enforcement Official in NYS. Must possess a valid driver's license.

Essential Skills

- Excellent oral and written communications skills.
- Demonstrated ability to work independently and exercise sound judgment.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.