

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7874800

Consultant in Physical Standards & Safety, Grade 22	7874800
Supervising Consultant Physical Standards & Safety, Grade 25	7874900

Brief Description of Class Series

Consultants in Physical Standards & Safety inspect homeless shelters for compliance with applicable rules and regulations, including New York Codes, Rules and Regulations and Social Services Law. Inspection components include health and safety issues; general facility management and financial condition; condition of grounds, buildings, and other property; qualifications of the operators and employees; compliance with laws and regulations regarding residents' rights; and the provision of programs to promote self-sufficiency and enable residents to transition to permanent or supportive housing.

These positions are only classified in the Office of Temporary & Disability Assistance.

Distinguishing Characteristics

Consultant in Physical Standards & Safety: full performance level; inspects homeless shelters for compliance with applicable laws and regulations; develops new facilities; reviews construction plans for new and existing homeless facilities; and provides technical assistance to facility operators, local officials, and other public and private agencies.

Supervising Consultant Physical Standards & Safety: supervisory level; supervises Consultants in Physical Standards & Safety in their inspections of homeless shelters.

Illustrative Duties

Consultant in Physical Standards & Safety

- Conducts annual inspections and investigates resident complaints of homeless shelters to ensure facilities comply with applicable laws, department regulations, fire department specifications, safety requirements and local building codes; and identifies potential health and safety issues.

- Oversees the development of corrective action plans; and conducts follow-up inspections to ensure that deficiencies are corrected.
- Monitors the construction of new facilities and structures proposed for rehabilitation; reviews costs and feasibility of planned construction within the framework of applicable codes and standards.
- Conducts site visits of new facilities to ensure that construction is completed consistent with all appropriate regulations.
- Analyzes proposed and existing operational plans for compliance with State regulations and administrative directives.
- Responds to correspondence related to single adult and family shelter questions regarding regulations, administrative guidelines, and other issues.
- Provides technical assistance pertaining to building construction and rehabilitation, operational plans, fire and safety issues, and the applicability and interpretation of State and local rules, codes and regulations to facility operators, local officials, and other public and private agencies.
- Trains shelter operators and staff to familiarize them with policies and procedures, and State and local codes and regulations regarding the standard operations of shelters.

Supervising Consultant Physical Standards & Safety

- May perform the duties of a Consultant in Physical Standards & Safety.
- Inspects large shelters with more complex issues.
- Monitors the construction of new large facilities and more complex structures proposed for rehabilitation; reviews costs and feasibility of planned construction within the framework of applicable codes and standards.
- Guides subordinate staff in the annual inspection, and investigation of resident complaints, of homeless shelters.
- Oversees the analysis of proposed and existing operational plans for compliance with State regulations and administrative directives.
- Oversees the provision of technical assistance to facility operators, local officials, and other public and private agencies.
- Performs the full range of supervisory responsibilities.

Minimum Qualifications

Consultant in Physical Standards & Safety

Open-Competitive:

seven years of experience in technical building construction or building code enforcement related activities such as inspecting materials and work products at building construction projects for adherence to contracts and to acceptable construction practices to ensure that quality, safety and other standards are maintained; or

reviewing construction plans, architectural drawings and specifications and consulting with architects and engineers; or

providing engineering services including consultation, evaluation, planning, systems design, engineering surveys, or project oversight to ensure work conforms to accepted engineering standards; or

performing professional architectural work in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities, or performing technical reviews of consultants' drawings and related details for such factors as compliance with appropriate codes, laws, regulations, and standards; or

providing technical assistance and training in code enforcement and administration, and life safety code and fire prevention, and inspecting new and existing construction for compliance with approved plans and specifications and the New York State Uniform Fire, Building, and Energy Codes.

Substitutions: an associate's degree may substitute for two years of the experience described above; a bachelor's degree may substitute for four years of experience.

Supervising Consultant Physical Standards & Safety

Promotion: one year permanent competitive service as a Consultant in Physical Standards & Safety.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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