

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

Classification Standard

Occ. Code 7862650

Manager Building Standards & Codes, Grade 27	7862650
Assistant Director Building Standards & Codes, Grade 28	7862700
Director Building Standards & Codes, M-4	7862800

Brief Description of Class Series

Positions in this series direct the development, promulgation, and maintenance of the New York State (NYS) Uniform Fire, Building, and Energy Codes, the rules and regulations of the Multiple Residence Law, the State Manufactured Housing Regulations, and rules and regulations of the Secretary of State related to administration and enforcement of the State's codes.

Positions are classified only at the Department of State.

Distinguishing Characteristics

Manager Building Standards & Codes: managerial level; under the general direction of the Assistant Director Building Standards and Codes, supervises an organizational unit within the Division of Building Standards and Codes comprised of professional engineers and registered architects.

Assistant Director Building Standards & Codes: one position class; under the general direction of the Director Building Standards and Codes, functions as the overall assistant director for the Division of Building Standards and Codes, including the administrative supervision of five Managers Building Standards and Codes.

Director Building Standards & Codes: one position class; under the general direction of executive staff, directs the programs, activities, and staff of the Division of Building Standards and Codes; establishes Division policies and procedures; and administratively supervises the Assistant Director Building Standards and Codes.

Illustrative Duties

Manager Building Standards & Codes

- Oversee technical assistance, variance, oversight, or direct enforcement programs relating to NYS Uniform Fire, Building, and Energy codes.

- Administer technical assistance and training programs to local code enforcement officials, the design professions, and the public.
- Oversee the delivery of training for code enforcement personnel and assist local governments in developing code enforcement programs.
- Assist architects, engineers, and local code enforcement officials in the review of construction documents for conformance with the NYS Uniform Fire Prevention and Building Code and rendering of official interpretations.

Assistant Director Building Standards & Codes

- Lead research in the field of building construction.
- Evaluate and recommend new building products and methods of construction.
- Oversee and coordinate advisory examination of plans and specifications submitted by localities operating under the State Building Code.
- Oversee the preparation, revision, and amendment of the Uniform Fire Prevention and Building Code and State Energy Code, and other documents such as, Rules and Regulations of the Municipal Residence Law, and the State Manufactured Housing Code.
- Coordinate code writing work to ensure uniformity in theory, approach, and terminology.
- Review operation of State Code and local building codes.
- Explain the building and housing codes at meetings of municipal boards, councils, professional, and technical groups.
- Participate in public hearings.
- Conduct special engineering and architectural reviews of applications, permits, or other authorizations for construction of buildings for variance from the State Building Code Council.
- Advise municipal officials regarding administration, enforcement, and interpretation of the State Building Codes.
- Perform the full range of administrative supervisory responsibilities.
- May perform all of the duties and responsibilities of Manager Building Standards and Codes.

Director Building Standards & Codes

- Direct the preparation and implementation of a plan for effective delivery of services.
- Evaluate overall work output and program effectiveness.
- Establish, review, and adjust Division priorities.
- Direct the Divisions field services to municipalities, and render consulting services and technical assistance to State and municipal officials, architects, engineers, and to the building industry.
- Study the operation of the Codes, local building regulations, and other laws related to construction, to ascertain their impact upon cost of construction and their effectiveness in relation to health, safety, and welfare.
- May represent the Secretary of State in the statutory role as member of the State Fire Prevention and Building Code Council, State Board for Historic Preservation, and State Disaster Preparedness Commission.
- Analyze and compare existing local codes and regulations with the Codes and national standards, and make recommendations to the Council, Secretary of State, and other authorities.
- Evaluate and review reports and tests submitted to the Council on new building products and methods of construction to determine compliance with the Codes.
- Recommend approval or disapproval to the Council.
- Arrange for and direct public hearings and conferences on Codes issues.
- Serve as the Department's primary voting representative as a member of the International Code Council (ICC), for the purpose of participating in the ICC development process.
- Perform the full range of administrative supervisory responsibilities.
- May perform all of the duties and responsibilities of Assistant Director Building Standards and Codes.

Minimum Qualifications

Manager Building Standards & Codes

Promotion: one year of permanent service in an engineering or architectural title allocated to Grade 24 or above, and NYS licensure and current registration as a Registered Architect or Professional Engineer.

Assistant Director Building Standards & Codes

Promotion: one year of permanent service as a Manager Building Standards and Codes, and NYS licensure and current registration as a Registered Architect or Professional Engineer.

Director Building Standards & Codes

Promotion: one year of permanent service as an Assistant Director Building Standards and Codes, and NYS licensure and current registration as a Registered Architect or Professional Engineer.

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

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