



## October 2019 Job Postings – Sustainability

Landmark legislation to reduce carbon emissions from buildings was enacted in New York City earlier this year. The [Climate Mobilization Act](#) includes a number of laws that will be implemented by the Department of Buildings. The centerpiece of these is [Local Law 97](#), which places a GHG limit on the emissions of existing buildings that are greater than 25,000 Square Feet. This law is unprecedented and the opportunity to work on its implementation is exciting. We have posted seven open positions that will support this work and are looking for enthusiastic, talented, and creative candidates to fill these roles.

# of Positions	Office Title	Civil Service Title & Level	Job ID
1	Sustainability Data Analyst	City Research Scientist L2	414955
1	Sustainability Project Manager	Confidential Strategy Planner (Buildings)	414976
2	Building Emissions Auditor	Architect L2 & Mechanical Engineer L2	414977 & 414978
1	Assistant General Counsel	Agency Attorney L2	414979
1	Deputy Director, Building Emissions	Administrative Engineer M2 & Administrative Inspector (Buildings) M2	414980 & 414981
1	Alternative Energy Engineer	Administrative Engineer M2	414982

### To Apply

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and search for the specific Job ID #

Department of Buildings Jobs: [https://a127-jobs.nyc.gov/index\\_new.html?agency=810](https://a127-jobs.nyc.gov/index_new.html?agency=810)

Search Page: [nyc.gov/jobs/search](http://nyc.gov/jobs/search)

For Current City Employees: Visit Employee Self-Service (ESS) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #

### Sustainability Data Analyst (1 position)

Civil Service Title: City Research Scientist 2

The NYC Department of Buildings is seeking a Sustainability Analyst to help collect, review, and analyze existing and new data related to Local Law 97 of 2019, which sets a cap on GHG emissions from certain buildings. This position will be dedicated to the LL97 effort which impacts approximately 50,000 buildings across the city with the goal of reducing building emissions 40% by 2030. The Sustainability Analyst will provide data analytics support for the Sustainability Unit, building on existing efforts and ensuring best practices with LL97 data extraction, analysis, and compliance tracking. It will be critical for the successful candidate to provide technical and data analytics support for all matters related to LL97.

Duties will include:

- Providing analytics support within a cross-functional team of unit directors, energy code specialists, and data analytics professionals;



## October 2019 Job Postings – Sustainability

- Coordinating directly with IT and Analytics to have necessary datasets and calculated fields become discoverable in OBIEE 10.1;
- Supporting an effort to interpret, document, and communicate relevant business logic within BI applications (OBIEE 10.1, Tableau, etc.) in order to ensure reproducibility, consistency, and accuracy of results;
- Eliciting ongoing conversation with DOB staff regarding data analysis and methodology;
- Applying best practices around data governance and data lineage documentation that ensure clear accountability;
- Delivering consistent, complete, and high-quality key deliverables specifically related to planning and compliance with Local Law 97;
- Working with Sustainability staff to understand business and legal requirements for LL97;
- Engaging with Analytics and IT staff to understand data quality, availability, and accessibility;
- Special projects as assigned by the Chief Sustainability Officer; and,
- Serving as a technical resource for special projects and technology initiatives.

### Preferred Skills:

- A bachelor's degree in Computer Science, Statistics, Information Systems, Business, Public Administration, or related field
- 5+ years of progressive experience in data analysis roles
- Excellent communication skills across all levels and types of staff
- Experience with municipal data and functions, specifically related to the NYC built infrastructure
- Advanced knowledge of analytics and BI tools such as OBIEE 10.1 and Tableau. Advanced Excel knowledge required. Knowledge of SQL, R, Python a plus.
- Experience analyzing data sets, identifying trends, and summarizing results effectively while proposing solutions
- Experience with data governance and/or data management functions, including implementing data standards, mapping data elements, and ensuring effective information management workflows.
- Ability to envision a future state and understanding of how to articulate and take necessary steps for success.
- Ability to work with a cross-functional and diverse team of policy and technical experts
- Ability to resolve differences and build consensus on relevant data standards

### Minimum Qualification Requirements:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.



## October 2019 Job Postings – Sustainability

### **Sustainability Project Manager (1 position)**

Civil Service Title: Confidential Strategy Planner (Buildings)

The NYC Department of Buildings is seeking a Sustainability Project Manager to help with implementation of Local Law 97 of 2019, which sets a cap on GHG emissions from certain buildings. This position will be dedicated to the LL97 effort which impacts approximately 50,000 buildings across the city with the goal of reducing building carbon emissions 40% by 2030. The selected candidate will report directly to the Chief Sustainability Officer. It will be critical for the successful candidate to provide project management support for all matters related to LL97.

The Sustainability Project Manager will be responsible for the following:

- Assist with meeting planning, and attend and document meetings with industry stakeholders city agencies and/or elected officials and their staff regarding technical issues, including the LL97 Advisory Board and Working Group meetings;
- Plan, organize, and support research or studies of a technical nature;
- Assisting the Chief Sustainability Officer and Deputy Director, Building Emissions to support review of Greenhouse Gas Emission reports;
- Meet with members of the industry to support technical assistance of a complex nature;
- Participating in the creation and delivery of training and educational documentation to internal staff as well as to the public with respect to the Energy Code, Construction Codes, and sustainable building solutions;
- Working with staff to translate business needs into technical documentation that supports the Department's business processes such as standard operating procedures, reference/user guides, fact sheets, bulletins, service notices, etc.; and maintaining a searchable library of such documentation;
- Liaising with the Department's Strategic Planning and Implementation personnel in implementing department operational process changes to align with policy agendas and legislated directives, including design of process flows, engineering staffing needs, and an understanding of IT implications;
- Reviewing, tracking, and coordinating responses to inquiries from the public with regard to Local Law 97 of 2019, the NYC Energy Code, Construction Codes, and other regulations, often under tight deadlines;
- Assisting other staff in the Office of Sustainability and Office of Technical Affairs and Code Development as needed;
- Working efficiently, effectively and creatively with minimal direction under aggressive deadlines; and,
- Communicating the Agency's core mission and message to customers with the goal of improving public perception and clearly communicating initiatives.



## October 2019 Job Postings – Sustainability

### Preferred Skills:

- Familiarity with the following: NYC Construction Codes and related rules, the New York City Charter, NYS Multiple Dwelling Law, NYC Housing Maintenance Code, NYC Zoning Resolution, and the Energy Code and other sustainability laws and regulations.
- Excellent writing, research, communication, and analytical skills.
- Experience drafting code, rules and other legislation.
- Familiarity with architectural and engineering concepts, especially related to energy consumption of buildings. Knowledge of carbon metrics, energy, and sustainability matters a plus.
- Ability to work independently and as part of a team on multiple assignments.
- Ability to work with a cross-functional and diverse team of policy and technical experts
- Proficiency with PC software such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint.

### Minimum Qualification Requirements:

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

### **Building Emissions Auditor** (2 positions)

Civil Service Title: Architect L2 or Mechanical Engineer L2

The NYC Department of Buildings is seeking an (Architect or Mechanical Engineer) to help with implementation of Local Law 97 of 2019, which sets a cap on GHG emissions from certain buildings. This position will be dedicated to the LL97 effort which impacts approximately 50,000 buildings across the city with the goal of reducing building carbon emissions 40% by 2030. The selected candidate will report to the Deputy Director, Building Emissions.

The Building Emissions Auditor will be accountable for the following:

- Working with staff to translate business needs into technical documentation that supports the Department's business processes such as standard operating procedures, reference/user guides, fact sheets, bulletins, service notices, etc.;
- Researching complex technical issues, issuing interpretations, and responding to inquiries submitted by the industry with respect to the requirements for GHG Emissions Reporting;
- Preparing reports and recommendations on the approval of building emission reporting;
- Participating in the creation and delivery of training and educational documentation to internal staff as well as to the public with respect to GHG Emission reporting and the installation of sustainable building solutions to reduce GHG Emissions;
- Examining and reviewing GHG emission reports and supporting documentation for LL97/19, in detail, for technical accuracy, consistency and compliance;
- Assisting in the maintenance of quality control of emissions reporting reviews;
- Assisting with investigations and enforcement actions, including the issuance and resolution of violations;
- Providing technical expertise in audit investigations and inspections of GHG Emission Reports;
- Investigating buildings to determine compliance, prepare communications to inform the owner of results;



## October 2019 Job Postings – Sustainability

- Responding to public inquires on technical issues in person, via telephone, via fax and e-mails;
- Assisting other staff in the Office of Sustainability and Office of Technical Affairs, as needed;
- Communicating the Agency’s core mission and message to customers with the goal of improving public perception and clearly communicating initiatives; and,
- Working efficiently, effectively, and creatively with minimal direction under aggressive deadlines.

### Preferred Skills:

- Familiarity with the following: NYC Construction Codes and related rules, the New York City Charter, NYS Multiple Dwelling Law, NYC Housing Maintenance Code, NYC Zoning Resolution, and the Energy Code and other sustainability laws and regulations.
- Excellent writing, research, communication, and analytical skills.
- Experience drafting code, rules and other legislation.
- Strong applied knowledge of architectural and engineering concepts, especially related to the energy consumption of large buildings. LEED Accreditation, CEM, or Passive House Certification a plus.
- Knowledge of the US EPA Portfolio Manager Tool, on-site energy generation systems and carbon metrics.
- Ability to work independently and as part of a team on multiple assignments.
- Proficiency with PC software such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. Knowledge of whole-building energy simulation software a plus.

### Minimum Qualification Requirements:

#### Architect

A valid New York State Registration as an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.

To be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

#### Mechanical Engineer

Four (4) years of full-time, satisfactory experience in mechanical engineering work; and a valid New York State Professional Engineer’s License. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

A master’s degree in mechanical engineering from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) may be substituted for one year of the mechanical engineering experience required in “1” above.

In addition to above qualification requirements, to be eligible for placement in Assignment Levels II, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.



## October 2019 Job Postings – Sustainability

### **Assistant General Counsel** (Code & Rule Development; 1 position)

Civil Service Title: Agency Attorney Level 2

The NYC Department of Buildings is seeking an attorney to serve as an Assistant General Counsel to handle various matters, and assist with the implementation of sustainability laws, including those pertaining to greenhouse gas emissions reduction.

Reporting to the Executive Director, Regulatory Matters in the Office of the General Counsel, under general supervision with latitude for independent judgment, and unreviewed action and decision, the selected candidate's duties may include the following:

- Drafting rules, Buildings Bulletins and other documents related to the implementation of requirements regulating greenhouse gas emissions in certain buildings.
- Provide legal guidance on implementation strategy for sustainability laws.
- Assisting with reviewing and drafting requests for proposals, contracts and memoranda of understanding related to code development, and sustainability initiatives.
- Reviewing and drafting legal materials related to revision of the NYC Construction Codes, the Energy Code, and the Electrical Code.
- Reviewing and drafting rules, legislation and Buildings Bulletins on a range of matters.
- Reviewing, interpreting and providing guidance on legislative proposals affecting the Department.
- Conducting legal research, including interpreting federal, state and local laws and regulations.
- Liaising with Department units, the Mayor's Office of Sustainability, the Mayor's Office of Resiliency, the NYC Law Department, and other City and/or government agencies in connection with code development, code and rule implementation, litigation and other matters.
- Handling other tasks and special projects, as needed.

#### Preferred Skills

- Familiarity with the following: NYC Construction Codes and related rules, the New York City Charter, NYS Multiple Dwelling Law, NYC Housing Maintenance Code, NYC Zoning Resolution, and the Energy Code and other sustainability laws and regulations.
- Excellent writing, legal research, and analytical skills.
- Familiarity with City and State legislative process.
- Experience drafting code, rules and other legislation.
- Familiarity with architectural or engineering concepts.
- Ability to work independently and as part of a team on multiple assignments.
- Proficiency with PC software such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint.

#### Minimum Qualification Requirements:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.



## October 2019 Job Postings – Sustainability

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

### **Deputy Director, Building Emissions** (1 position)

Civil Service Title: Administrative Engineer M2 or Administrative Inspector (Buildings) M2

The NYC Department of Buildings is seeking an Architect or Mechanical Engineer to serve as the Deputy Director of Building Emissions for the implementation of Local Law 97 of 2019, which sets a cap on GHG emissions from certain buildings. This position will be dedicated to the LL97 effort which impacts approximately 50,000 buildings across the city with the goal of reducing building carbon emissions 40% by 2030.

The Deputy Director, Building Emissions will be accountable for the following:

- Managing the team responsible for implementation of Local Law 97 of 2019;
- Provide oversight and direction to the employees in the unit in accordance with the DOB's policies and procedures;
- Consciously create a workplace culture that is consistent with the overall Department, and that emphasizes the identified mission, vision, guiding principles, and values of the organization;
- Developing business processes and strategy to support new initiatives and programs to effectuate the goals of the unit;
- Maintaining quality control on reviews of GHG emission reports and supporting documentation for LL97/19, for technical accuracy, consistency and compliance;
- Preparing reports and recommendations for the implementation of LL97/19;
- Working with staff to translate business needs into technical documentation that supports the Department's business processes such as standard operating procedures, reference/user guides, fact sheets, bulletins, service notices, etc.;
- Researching complex technical issues, issuing interpretations, and responding to inquiries submitted by the industry with respect to the requirements for GHG Emissions Reporting;
- Managing the team's investigations and enforcement actions, including the issuance and resolution of violations;
- Providing technical expertise in audit investigations and inspections of GHG Emission Reports;
- Liaising with the Department's Strategic Planning personnel in implementing department operational process changes to align with policy agendas and legislated directives, including design of process flows, engineering staffing needs, and an understanding of IT implications;
- Liaising with other City agencies on the interpretation of data collected in the process flow;
- Liaising with the Department's Office of the General Counsel on legislative activity related to construction code revisions and agency rulemaking to further mayoral office policy objectives for a more sustainable city;
- Testifying in administrative and criminal courts concerning inspections and investigations. Researching and preparing pertinent information prior to court appearances and providing expert testimony;
- Participating in the creation and delivery of training and educational documentation to internal staff as well as to the public with respect to GHG Emission reporting and the installation of sustainable building solutions to reduce GHG Emissions;
- Responding to public inquires on technical issues in person, via telephone, via fax and e-mails;



## October 2019 Job Postings – Sustainability

- Assisting other staff in the Office of Sustainability and Office of Technical Affairs, as needed;
- Communicating the Agency's core mission and message to customers with the goal of improving public perception and clearly communicating initiatives; and,
- Working efficiently, effectively, and creatively with minimal direction under aggressive deadlines.

### Preferred Skills:

- Familiarity with the following: NYC Construction Codes and related rules, the New York City Charter, NYS Multiple Dwelling Law, NYC Housing Maintenance Code, NYC Zoning Resolution, and the Energy Code and other sustainability laws and regulations.
- Excellent writing, research, communication, and analytical skills.
- Experience drafting code, rules and other legislation.
- Strong background in applied knowledge of architectural and engineering concepts, especially related to the energy consumption of large buildings. LEED Accreditation, CEM, HBPD, or Passive House Certification a plus.
- Knowledge of the US EPA Portfolio Manager Tool, on-site energy generation systems and carbon metrics.
- Ability to work independently and as part of a team on multiple assignments.
- Proficiency with PC software such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. Knowledge of whole-building energy simulation software a plus.

### Minimum Qualification Requirements:

#### Administrative Engineer

A valid New York State License as a Professional Engineer and six (6) years of full-time satisfactory experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, at least two (2) years of which must have been in an executive, managerial, or administrative capacity. Only permanent Administrative Engineers and applicants who scored 100 or greater on the most recent Administrative Engineer open competitive exam will be considered.

This position is open to qualified persons with a disability who are eligible for the 55-a Program. If you are eligible for and would like to be considered under the 55-a program, please indicate that on your resume and cover letter.

#### Administrative Inspector (Buildings)

1. Seven years of full-time experience working at a construction trade or working as an inspector of construction, hoists and rigging, plumbing, boilers, or elevators, of which 18 months must have been in a managerial or administrative capacity; or
2. Five years of experience, as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity, plus two years of education at an accredited college or technical school in a construction program or education towards a baccalaureate degree in a related field of Engineering, Architecture, or Engineering Technology; or
3. At least three and one-half years of experience, as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity plus an approved five year apprenticeship in building inspection; or





## October 2019 Job Postings – Sustainability

4. At least two years of experience, as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity and a license as a professional engineer or architect issued pursuant to the education law; or
5. Completion of three years of apprenticeship in building inspection, plus either four years of experience as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity or two years of experience as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity and two years of education as described in "2" above; or
6. Education and/or experience which is equivalent to "1", "2", "3", or "4" above. All candidates must have at least 2 years of experience as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity. Six months of experience will be credited for each year of apprenticeship in the building trades up to a maximum of two years of the general experience.

Only those candidates who have a valid New York State License as a Professional Engineer or Registered Architects will be considered for this position.

### **Alternative Energy Engineer (1 position)**

Civil Service Title: Administrative Engineer M2

The NYC Department of Buildings is seeking an Engineer to serve as an Alternative Energy Engineer for the implementation of Local Law 233 of 2017, which establishes an Office of Alternative Energy in the Department. This position will support the Department's efforts related to alternative energy technologies, renewable energy or other carbon credits, energy storage systems, and other sustainability related matters. Reporting to the Chief Sustainability Officer, the Alternative Energy Engineer will work on code-related issues, code development, and work on other various technical subject matters. This position is policy influencing.

The Alternative Energy Engineer will be accountable for the following:

- Preparing alternative energy system descriptions, narratives of design alternatives, code interpretations and other similar technical reports;
- Researching and reviewing the use of electrical or mechanical appliances, devices, and materials not otherwise approved for use by the NYC Construction Codes;
- Attending meetings with industry stakeholders, city agencies and/or elected officials and their staff regarding mechanical systems equipment and installation;
- Researching complex technical issues and responding to inquiries submitted by engineers and architects with regard to the NYC Construction Codes and other standards, often under tight deadlines;
- Researching and reviewing applicable referenced design standards, codes, and other related laws and rules;
- Meeting with members of the industry to provide technical assistance of a complex nature;
- Liaising with other City agencies on the technical requirements across NYC Codes and regulations related to alternative energy systems;
- Responding to public inquires on technical issues in person, via telephone, via fax and e-mails;



## October 2019 Job Postings – Sustainability

- Assisting other staff in the Office of Sustainability and Office of Technical Affairs, as needed;
- Communicating the Agency’s core mission and message to customers with the goal of improving public perception and clearly communicating initiatives; and,
- Working efficiently, effectively, and creatively with minimal direction under aggressive deadlines.

### Preferred Skills:

- Familiarity with the following: NYC Construction Codes and related rules, the New York City Charter, NYS Multiple Dwelling Law, NYC Housing Maintenance Code, NYC Zoning Resolution, and the Energy Code and other sustainability laws and regulations.
- Familiarity with the NYC Fire Code, especially code-prescribed fire protection and explosion issues.
- Excellent writing, research, communication, and analytical skills.
- Experience drafting code, rules and other legislation.
- Strong background in applied knowledge of building energy systems. NABCEP Certification a plus.
- Ability to work independently and as part of a team on multiple assignments.
- Proficiency with PC software such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint. Knowledge of whole-building energy simulation software a plus.

### Minimum Qualification Requirements:

A valid New York State License as a Professional Engineer and six (6) years of full-time satisfactory experience in chemical engineering, civil engineering, electrical engineering, environmental engineering, mechanical engineering, or plan examining work, at least two (2) years of which must have been in an executive, managerial, or administrative capacity

Only permanent Administrative Engineers and applicants who scored 100 or greater on the most recent Administrative Engineer open competitive exam will be considered.

This position is open to qualified persons with a disability who are eligible for the 55-a Program. If you are eligible for and would like to be considered under the 55-a program, please indicate that on your resume and cover letter.