



Building Department Filing Representative / Expediter

1. Review, and organize documentation such as Alteration Type II, Alteration Type 1 and New Building applications for compliance with NYC Building Code, Multiple Dwelling Law & Zoning Resolution.
2. Familiar with related city agencies that require filings such as the DOB, Landmarks, FDNY, DOT, and HPD
3. Ability to create, communicate and execute filing/approval strategies with clients and co-workers.
4. Maintain a professional demeanor when interacting with design professionals and Department of Buildings personnel
5. Track and coordinate multiple active Alt-1, New Building projects and review for approvals and disapprovals for Final Certificate of Occupancies and Plan Exam appointments.
6. Review and prepare email to clients for disapproved and approved projects and
7. follow-up on appointments.
8. Send emails to clients confirming receipts of documents after review.
9. Basic knowledge of reading and interpreting architectural and engineering drawings.
10. Knowledge of managing Alteration type I and New Building filings to obtain Final Certificate of Occupancy including closing out open applications, dismissal of violations, attend Construction inspections, filing PAA -Post Approval Amendments and all steps involved in obtaining Final CofO.
11. Knowledge in attending DOB Appointments online or in person at the DOB for New Buildings and Alt I filings.

Skills, Experience and Education Requirements:

1. Ability to enforce and use Department of Buildings filing system and procedures daily and willingness to be trained.
2. Strong technical, interpersonal, written, and oral communication skills
3. AutoCAD experience
4. Student or recent graduate of bachelor's degree of Architecture, Construction, Engineering or related fields
5. Ability to prioritize and utilize time management.
6. Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint

Job Type: Full-time

Please submit your resume and list of references to frontdesk@boydconsult.com.