



**Job Title:** Code Compliance Manager

**Department:** Operations & Facilities

**Supervisor:** SVP of Facilities Management and Chief Sustainability Officer

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11<sup>th</sup> Avenue between West 34<sup>th</sup> Street and West 40<sup>th</sup> Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

#### **Position Summary:**

The Javits Center is seeking a Code Compliance Manager; this position will have overall responsibility for the administration, review, and approval of applications consistent with Federal, National, New York State and New York City Building and Construction Codes, in connection with Building Occupancy Permits, Temporary Place of Assembly Permits, Temporary Structure Permits and process at the Javits Center. The incumbent will ensure compliance for the design and coordination of technical compliance issues among various disciplines on shows and events, as well as building facility operations, renovations, and improvement projects. The Code Compliance Manager performs a variety of leadership and technical duties in support of the Javits Center's Code Compliance initiatives. Using sound judgment and a proactive approach, the Manager performs duties as it relates to code administration, enforcing a variety of applicable codes, and regulations related to building use matters, building construction, standard operating procedures, show layouts and events setup, fire life safety systems, escalators, elevators and other means of vertical transportation, vehicle laws, and other matters of public concern that directly impact the Javits Center, convention center visitors and the events community. Additionally, work involves scheduling inspections and evaluating code enforcement program activities directly.

#### **Key Job Accountabilities:**

- Review of applications, drawings, specifications and plans for such permits.
- Inspections prior, during and after shows, events setup or construction.



- Issuance of internal permits and code compliance certificates.
- Inspections in response to complaints regarding work.
- When appropriate, recommends issuance for notices of violations, stop work orders, and internal temporary approvals for event setup and occupancy.
- Oversees inspections on assigned projects to ensure compliance with all codes, rules, and regulations. When appropriate, recommend or cause others to issue notices of violation and temporary internal approval for occupancy.
- Assist in developing goals for the Javits Code Enforcement Program that reflects an awareness of private and public property rights and evaluates effectiveness of work program to accomplish these goals.
- Responds to code interpretation inquiries, determination of violations, requests for information and alternatives for code violation remedy.
- Organizes and performs code enforcement departmental educational outreach to stakeholders on code awareness.
- Investigates complaints concerning suspected code violations. Maintains an open dialogue with complainants, as necessary.
- Enforces state and city sign ordinances; recommends removal of un-authorized signs.
- Evaluates and coordinates the abatement of nuisance violations by utilizing internal resources or private contractors. Performs evaluations of contractor services for approval and related payments.
- Maintains accurate, complete records of complaints, inspections, and violations utilizing the Javits Center's facilities department's database and digital platforms.
- Maintains a working knowledge of the code of ordinances and recommends new policies and code revisions as circumstances dictate.
- Recommends general code compliance policies, goals, and procedures for the department.
- Enforcement of compliance regulations for New York State and City Building Codes, Address and responds to complaints and reports on all discrepancies from codes and regulations.
- Oversight of site inspections/audits to ensure compliance of codes requirements. Ensure that all posted permits are up to date. Inspect projects to ensure work is being completed to code, Document and notify the Project Manager for Facilities of any violations and initiate immediate remedial actions where necessary. Provide recommendations for resolution for violations.
- Participate in the design process for new construction and renovation projects to ensure that they meet the regulatory requirements for the building.
- Establish, oversee, and monitor the center's web-based permitting program. Ensures that documentation records for permits are maintained in the center's IT (Information Technology) database.



- Maintains accurate documentation, reports, photographs and files on all reviews, investigations, inspections, and enforcement actions.
- Duties may include examining the electrical components of the building, such as wiring, lighting, R-HVAC, and appliances. Similarly, the plumbing, used either for drinking water, bathrooms, food preparation, cooling towers or for waste disposal, must meet Federal, NYS and NYC regulations.
- Oversight in the preparation of written reports, memos, waivers, and correspondence related to code compliance activities.
- Oversee waivers, variances and interpretations/clarification of codes are complete or completed in a timely fashion.
- Attend meetings and serve as a resource to other departments for code compliance regulations.
- Oversee the New York State Department, NYC and FDNY onsite visits. Oversight of mock surveys prior to the actual onsite regulatory inspection.
- Provide oversight to project management staff, construction personnel and contract labor performing work on projects as it relates to environmental health and safety codes.
- Review all permits for regulatory requirements, safety, code compliance and minimal disruption to the building, systems, utilities, events, and other operational elements.

#### **Qualifications:**

- **Fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- Minimum Requirement: BA/BS + 3 or more years in regulatory compliance or demonstrated equivalency of education and/or experience.
- Project management skills and superior knowledge of code compliance requirements including NYS, NYC and FDNY Construction Codes and industry standards.
- Effective interface with multiple event staff, consultants, or contractors.
- Ability to communicate clearly and effectively, both verbally and in writing, with varying levels of staff, clients, vendors, and consultants.
- Proficient with Microsoft Office.
- Customer Service oriented.
- Strong interpersonal skills.
- Ability to work in a fast forward environment.
- Excellent organizational skills.
- Ability to read design drawings, blueprints, and sketches of construction projects.
- Well-developed communication skills both verbal and written when working with building codes, fire, and safety code requirements.



- Computer literacy and experience with computer programs, databases i. e. E-MAINT, PROCORE, Project Mates, E-builder, and others.
- Knowledge of code compliance programs, methods and techniques of conducting and documenting field investigations, occupational hazards, and standard safety practices.

**Preferred Qualifications:**

- NYS Certified Code Enforcement Official, Registered Architect or Professional Engineer with ability to obtain NYS Code Enforcement Official Certification within one (1) year of employment.
- Project management skills, superior knowledge of code compliance requirements and industry standards, effective interface with multiple show and event installation contractors and considerable on-the-job training is necessary.

**Required Certifications:**

- Certification of Code Enforcement Official pursuant to Title 19 NYCRR Part 1208.
- OFFICIAL COMPILATION OF CODES, RULES, AND REGULATIONS OF THE STATE OF NEW YORK.
- TITLE 19. DEPARTMENT OF STATE: CHAPTER XXXII - DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION PART 1208. MINIMUM STANDARDS FOR CODE ENFORCEMENT TRAINING IN THE STATE OF NEW YORK. CHAPTER XXXIII - STATE FIRE PREVENTION AND BUILDING CODE.

*The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*