



Code Compliance Manager

PACO Group, Inc. is seeking a **Code Compliance Manager** to fill an immediate need on the MTA's East Side Access project. The candidate must be a NYS Certified Code Enforcement Official and preferably a Registered Architect or Professional Engineer.

Under direct supervision of the Chief of Compliance, the candidate will manage, coordinate, and track issues of the various project elements assigned, as they apply to code compliance, associated with design review, inspections and testing during construction and issuance of plan review, inspection reports in accordance with all codes, rules and regulations of NYS and MTA agencies (MNR, Amtrak, NYCT and LIRR). Specific responsibilities include:

- Manage and coordinate code compliance plan with the designers and elected railroads for the assigned project packages to include design review, interface with consultants to ensure regulatory agency issues and input are thoroughly addressed, and coordinate strategy with all regulatory agency issues, and input into assigned project's code compliance design development and acceptance processes.
- Manage the Special Inspection agency's submissions related to code compliance. Approve Special Inspection Agencies, Special Inspectors, Special Inspection Plans and Procedures, Monthly Reports etc.
- Manage and track requests and issuances of project construction permits.
- In conjunction with the Construction Manager, oversee construction inspectors on assigned project ensuring compliance with all codes, rules and regulations. When appropriate, recommend or cause others to issue notices of violation, stop work orders and temporary approval for occupancy.
- Prepare code compliance certificates on completed 3rd party contractor's construction work.
- Provide overall guidance and supervision of subordinates.
- Assist and report to the Chief Code Compliance /on ESA issues.
- Assist the Construction Manager in closing out code related issues and items at the end of the project.

Educational Req: Bachelor's degree in Engineering or Architecture or equivalent.

Years Exp: minimum 5 years of progressively responsible project management experience with emphasis on code compliance.

Licenses, Certifications and/or registrations:

- NYS Certified Code Enforcement Official- **required.**
- Registered Architect or Professional Engineer, preferred.

Specialist Software Knowledge: Working knowledge of Microsoft Office (Word, Excel, Access and Outlook)

PACO Group, Inc. is a nationally recognized Program and Construction Management firm headquartered in New York City. With 30 years of experience, the firm specializes in providing Project Controls including CPM Scheduling, Cost Estimating, Cost Control, Document Management, Change Management, Claims Analysis, Value Engineering, Risk Assessment, and other related services. In addition, the firm provides Resident Engineering, Inspection Services, QA/QC, and Office Engineering services.

PACO Group Inc. is committed to furthering opportunities for women and minorities in the national construction market. The firm periodically reaffirms this commitment through an active affirmative action plan and provides Equal Employment Opportunities (EEO) to all employees without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, religion, military status, pregnancy, sexual orientation or citizenship status. As an equal opportunity employer, we have been successful in recruiting, hiring, promoting and retaining an ethnically and socially diverse professional staff. Our efforts to date have produced a multidisciplinary work force that is more than 75% comprised of women and minorities - a record of diversity that extends to the highest levels of the firm's management.

Authorization, consent, and release for background information: With this application, or anytime by employment, I hereby authorize PACO Group, Inc. to contact the professional/personal references provided with my job application.

Job Type: Full-time

Pay: From \$55.00 per hour

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