Position: Rater  
Job ID Number: 17752  
Location: New York, NY

ORGANIZATIONAL PROFILE: The Mayor’s Office of Operations Project Management Team manages inter-agency, strategic projects of significance to the Mayor and City Hall senior staff. Many of the projects the office is currently focused on revolve around improving the efficiency and effectiveness of intra- and inter-agency operations.

JOB RESPONSIBILITIES: The Scorecard program rates the cleanliness of New York City’s streets and sidewalks based on regular assessments conducted by a team service inspectors employed by the Mayor’s Office. For the past 35 years, inspectors have rated a randomly chosen set of blocks throughout the five boroughs to develop monthly cleanliness ratings for all of the City’s 59 community board districts. Besides providing a regular “scorecard” for the citizens of New York City and their representatives, this information is used by the Department of Sanitation to target its street and sidewalk cleanliness resources to focus on the neediest sections of the city. This being said, the Service Inspector’s duties include, but are not limited to:

- Performing field inspections using GPS enabled wireless handheld devices to evaluate City cleanliness levels. Inspections are performed daily using City vehicles.
- Performing routine office and clerical functions associated with inspection activities.
- Participating in ongoing training and quality-control programs to insure quality of inspections.
- Helping maintain and update project materials, including route maps and inspection logs.
- Monitoring and reporting on the condition of city vehicles and handheld computers used in inspections. This includes delivering and picking up City vehicles for repairs and preventive maintenance.
- Performing special inspection and data collection assignments similar to Scorecard.
- Assisting senior staff members in performing other in-house office and clerical functions as needed.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- A High School Diploma or its equivalent, preferred.
- A valid NY State Motor Vehicle Operations, required (Each candidate’s driving record will be taken into consideration in determining his/her eligibility/qualification for appointment).
- Experience in some form of inspectorial tasks or position.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter, resume, and three references to Candidate Application.

New York City Residency is Required Within 90 Days Of Appointment.
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers.