

**BUILDING INSPECTOR /
WATERFRONT PERMITS UNIT**

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

SBS's Waterfront Permits Unit regulates construction permits related to improvements or maintenance of waterfront properties under its jurisdiction. Permitting operations include reviewing scope of construction, application pre-filing consultations, reviewing and managing construction applications and documents prepared by applicants and consultants, plan examinations for compliance with New York City Zoning and Building Code, developing administrative systems, initiating interagency coordination, managing client communications and information systems, issuing construction permits, reviewing technical inspections reports and coordinating required building inspections necessary for project completion.

Under general supervision, the Building Inspector would be responsible for examining construction plans, reviewing technical Special Inspections reports, and performing Buildings and Waterfront Properties Inspections for compliance with NYC Building Code, and all applicable laws and requirements. In addition the Inspector will assist with the following:

- Conduct required building inspections and routine inspections of Waterfront Properties for compliance with all applicable local laws, and prepare inspection reports, and activity log
- Issue Notices of Violation for non-compliant and un-permitted construction activities
- Track application status, report expired work permits, support client communications
- Review application for Notices and Certificates of Completion and issue completion notices and certificates upon satisfactory completion
- Examine building construction and Temporary Place of Assembly (TPA) applications according to NYC Building Code and Zoning Resolution, and applicable laws
- Manage Records and Information Systems

In the temporary absence of immediate supervisor, he/she must be capable to assume the duties of that position, and may also incidentally perform duties of subordinates.

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or
2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

Preferred Skills:

- Familiarity with New York City's waterfront, and applicable laws governing maritime developments
- Knowledge of marine and maritime construction and technical inspections requirements
- Knowledge of New York City Zoning Resolution and Building Code
- Ability to read blueprints and technical reports and computer proficiency with MS Office
- Experience working with NY City and or State agencies interagency coordination
- Demonstrated ability and enthusiasm for legislative affairs and code enforcement
- Demonstrated excellent communication and organizational skills, and ability to manage deadlines
- Computer proficiencies preferred: MS Office, Project, and other graphic presentation software

A valid New York State Driver's License is an essential requirement.

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Building Inspector** to: **careers@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 171303

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 171303

Salary range for this position is: \$50,000 - \$55,000 per year, commensurate with experience

(NOTE: Only those candidates under consideration will be contacted.)

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.