

## **FULL TIME POSITION:**

### **Director, Waterfront Permits**

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#### **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.

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#### **Job Description:**

The Permits Unit issues development, redevelopment, construction and reconstruction permits involving building for public markets, wharf property and waterfront property.

The Director of Permits will be responsible for the coordination of all functions of the Permits Bureau including: serving as a consultant on major engineering matters to an agency; responsible for the review of the design of structures of all types, and the examination of plans for the construction, alteration or repair of buildings under the jurisdiction of the Department of Buildings, and performs highly complex supervisory duties in engineering; final sign-off of work permits and certificates to authorize their assurance; resolve any disputes arising between applicants and the Department's Permit Examiner; hold hearings for arbitration of rules, regulations and interpretation of laws; make decisions regarding special needs/hardships;

Supervise staff involved in the examination of applications for Building Permits/Certificates of Completion (equivalent to Certificates of Occupancy) for properties under its jurisdiction. The applications are examined for compliance with the requirements of the Building Code, Zoning Resolution and other applicable laws, rules and regulations; act as waterfront Technical Engineering Adviser/Consultant to senior staff. Supervise and coordinate staff involved in inspections.

Set policies and procedures for the most efficient functioning of the Unit, including preparing employee evaluations, tasks and standards, and the day-to-day supervision of operations; oversee and prepare reports, including the Mayor's Management Report, as requested by the Agency Head; provide liaison with other City agencies with respect to interrelated requirements.

#### **Qualifications:**

- A valid New York State Registration as an Architect or Engineer and four years of full-time architectural/engineer experience.

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- A master's degree in architecture or engineer from an accredited college will be accepted as equivalent to one year of full-time architectural experience.
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### How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Director, Waterfront Permits to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

### ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: **Director, Waterfront Permits**

**For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: Director, Waterfront Permits

Salary: Commensurate with experience

**NOTE:** Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038