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FULL-TIME POSITION: COMPLIANCE AUDITOR WATERFRONT PERMITS UNIT

Agency Description: The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across five boroughs.

Job Description: SBS Waterfront Permits Unit regulates construction permits related to improvements or maintenance of marine construction and waterfront properties under its jurisdiction. Permitting operations include reviewing scope of construction, plan examinations for compliance with New York City Zoning and Building Code, issuing construction permits, conducting inspections, reviewing technical inspections reports, close-outs and issuance of certificates of completion, compliance and records management.

Reporting to the Executive Director, the Compliance Auditor would be responsible for tracking records for all permitted applications and auditing code compliance for construction projects, accuracy of third party inspections pursuant to Directive 14 and review of TR Special Inspections Reports. The Compliance Auditor would oversee construction notifications and work closely with the Building Inspector to conduct inspections and spot check of open construction projects for site safety.

Responsibilities would include:

- Review and audit permitted construction applications for code compliance.
- Review open applications status for valid work permits, compliant work completion, appropriate inspections, close out and legal occupancy.
- Oversee construction notifications, incident reports, and professional credentials.
- Building and construction site inspections for compliance with all applicable local laws.
- Issue Notices of Violation, or Violations, for non-compliant or un-permitted work.

Preferred Skills and Experience:

- Relevant experience in the construction industry, inspections, administration, and/or management.
- Knowledge of New York City Zoning and Building Code.
- Technical construction proficiency, with ability to read blue prints and review technical reports.
- Ability to performing fieldwork and make on site determination of site safety.
- Ability to testifying as needed to support violations issued for non-compliance.
- Strong writing and communication skills.
- Attention to Detail, Aptitude for Construction Code, and Accuracy.
- OSHA 30 Training
- A valid New York State Driver's License is an essential requirement

Minimum Qualifications:

1. A Bachelor or a Master of Architecture degree that is the first professional degree in architecture from an accredited college; or
2. A Bachelor of Science degree in architecture that is the first four years of a five-year first professional degree program in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

How to Apply: Email your resume along with a cover letter, transcripts, writing sample, and two referrals including the following subject line: **Compliance Auditor** to: careers@sbs.nyc.gov



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Internal candidates: please email your resume and cover letter including the following subject line: **Compliance Auditor** to: HRHELP2@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 316386

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 316386

Salary: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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