

## **FULL-TIME POSITION:**

### **Construction Permits Compliance Associate, Waterfront Permits Financial Management & Administrative Division, SBS**

---

#### **Agency Description:**

The Department of Small Business Services (DSBS) is a dynamic, client-centered Agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to form, do business, and grow by providing direct assistance to business owners, promoting 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.

---

#### **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. (Please visit the Waterfront Permits online at [www.nyc.gov/waterfrontpermits](http://www.nyc.gov/waterfrontpermits))

#### **Specific Responsibilities:**

Under general supervision, the Permits Compliance Associate would be responsible for examining construction plans, reviewing technical special inspections reports, and performing buildings and waterfront properties inspections for compliance with NYC Zoning Resolution and NYC Building Code, and all applicable laws and requirements.

Specifically the Permits Compliance Associate will assist with the following:

- Plan Examination of applications according to NYC Building Code and Zoning Resolution, and applicable laws
- Review of Temporary Place of Assembly (TPA) applications according to NYC Building Code and Zoning Resolution, and applicable laws
- Review of inspection reports for work completed to process applications for Notices and or Certificates of Completion
- Review Technical and Special Inspections Reports
- Assist with Application Intakes, Filing and Management of Application Records
- Track application status and report expired work permits
- 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

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.

**Preferred Skills :**

- Training in either Civil Engineering, Architecture, Landscape Architecture, Construction Management, Building Technology, Urban Planning, or related field;
- At least one year previous work or internship experience in design, construction, or a related field;
- Familiarity with New York City Zoning Resolution, and New York City Building Code, and applicable waterfront regulations;
- Familiarity with New York City's waterfront, and knowledge marine and maritime construction;
- Ability to read blueprints and technical reports, and proficiency with MS Office;
- A valid New York State Driver's License;
- Have successfully completed (or successfully complete within 6 months of joining SBS), the OSHA 30-Hour Occupational Safety and Health Training Course in Construction Safety and Health;
- Demonstrated Aptitude for working with New York City Building Code and Zoning Resolution;
- Demonstrated Organizational Skills and ability to meet timelines;
- Accurate and Thorough Analytical Abilities;
- Strong Written and Verbal Interpersonal Communication skills;
- Positive Attitude and Self-motivated.

**Qualifications**

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science;  
**Or**
2. A baccalaureate degree from an accredited college, and one year of full-time equivalent satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
  - c. economic, market or site research and analysis for business and neighborhood development; or
  - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs; or
  - e. design, architecture, engineering, or construction management.

---

**How to Apply:** To apply for this position, ALSO email your resume and cover letter including the following subject line: **Permits Compliance Associate** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Permits Compliance Associate**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Permits Compliance Associate**

**Salary Range: \$50,000 - \$55,000 per year, commensurate with experience.**

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

**NYC residency is required within 90 days of appointment (does not apply to all positions).**