FULL-TIME POSITION
BUILDING INSPECTOR
WATERFRONT PERMITS

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.

Under the general supervision of the Compliance Auditor, 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. The Inspector must be experienced and able to inspect multi-disciplinary job types including site-safety, excavations, demolitions, gas testing, rough-ins and final inspections.

Responsibilities would include:
• Conduct building and construction work inspections on Waterfront Properties for compliance with all applicable local laws, and prepare inspection reports, and activity log.
• Prepare inspections reports and recommendations for issuance of Notices and Certificates of Completion.
• Track application status, report expired work permits, and support client communications.
• Issue Notices of Violation, or Violations, for non-compliant and un-permitted construction activities.
• Maintain Reports and Records

Preferred Skills:
• Integrity, professionalism, and strong interpersonal skills.
• Strong organizational, time-management, and writing skills.
• Relevant multi-disciplinary building inspections experience including knowledgeable on site safety, support of excavations, demolitions, gas testing, plumbing and mechanical systems, fire suppression systems, fire rating and fire stops, egress and accessibility.
• Working 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.
• Attention to Detail and accuracy.
• OSHA 30 Training

Qualifications:
A four-year high school diploma or its educational equivalent and one of the following:
1. 5 years of full-time satisfactory experience working at a construction trade as an architect, engineer, electrician, plumber, carpenter, mason, plasterer, ironworker, building construction superintendent or inspector of building construction; OR
2. A license as a professional engineer or registered architect issued pursuant to the New York State Education Law; OR
3. 3 years of full-time experience as described in "1" above and 2 years of education received at an accredited college, technical school or trade school with a major sequence of courses in or directly related to the technical areas described in "1" above; OR
4. 2 years of full-time experience as described in "1" above or 2 years of formal training or education described in "3" above and a minimum of 3 years participation in an apprentice inspection program approved by the Commissioner of the Department of Buildings and the Commissioner of the Department of
Citywide Administrative Services.

Certificate/License Requirements

- Candidates must possess a Motor Vehicle License valid in the State of New York.
- Candidates other than Licensed Engineers or Architects must possess at the time of appointment a Home Inspector Certificate recognized by the State of New York.
- All licenses and certificates must be maintained for the duration of employment.

Special Patrolman Status

For certain assignments, candidates must qualify for appointment as a Special Patrolman. This status must be maintained for the duration of the assignment.

Additional Requirements

Individuals other than licensed engineers and professional architects must have, after meeting the minimum requirements for Assignment Level II above, at least one additional International Code Council certification in mechanical, plumbing or electrical specialties as approved by the Department of Buildings.

All licenses and certificates must be maintained for the duration of employment in the Assignment Level.

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

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

Salary: Commensurate with experience

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 336324

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 336324

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