

DIRECTOR OF BUILDING ADMINISTRATION AND CODE ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work of a complex nature which involves reviewing and passing on all plans and specifications submitted for town building permits for compliance with approved plans and specifications, local building codes, and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). The duties of the position involve coordinating the enforcement of laws and ordinances for land use, building construction, and building use as well as for providing professional input for the functioning of all related boards and commissions. The work is performed in accordance with general policies with considerable leeway to exercise independent technical and administrative judgment. An individual in this position serves at the pleasure of the County Executive. Supervision is exercised over a number of building and code inspectors and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the processing of applications for building permits and certificates of occupancy by reviewing applications for completeness, reviewing plans and specifications, explaining what is required, assigning duties to examiners and inspectors, and signing off on building permits and certificates of occupancy when appropriate;

Reviews rough plans and specifications to make sure that setbacks, property size, etc. are appropriate before the permit process begins;

Coordinates property management and supervises staff within a building department;

Responds to complaints and questions by assigning inspectors to conduct building and/or fire inspections;

Prepares reports for various boards and commissions, and dictates related letters and memoranda;

Provides input for revisions, amendments, and/or enforcement of existing laws and codes;

Participates in code and law enforcement by assigning inspectors and issuing appearance tickets;

Responds to correspondence as required;

Represents the building administration and code inspection function as needed;

Prepares written policies and procedures for office functions and clerical processing;

May assign inspectors to conduct Section 8 Housing inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local building and zoning codes and ordinances as well as applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code); thorough knowledge of the principles, practices, materials and tools used in building construction; thorough knowledge of inspection practices and techniques; thorough knowledge of administrative policies, practices and procedures; thorough knowledge of local building and zoning codes and ordinances; ability to supervise the work of others; ability to establish and maintain cooperative relationships with public officers, building contractors and the general public; ability to work independently within the scope of general direction; ability to communicate effectively both orally and in writing; ability to read and interpret plans, codes and specifications; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and five (5) years of experience involved in code compliance and enforcement activities or initiatives, which included or was supplemented by at least three (3) years of supervisory or management oversight for compliance and enforcement initiatives, staff and projects for or in a New York State town or village.

NOTE: Additional years of the required general experience may be substituted for the college degree on a year-for-year basis.

R.C.D.P. (05.17.2023) 01.05.2024
Non-competitive