

TECHNICAL SERVICES COORDINATOR

Code No: 3-11-096
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the inspection and technical services functions in the Building Department of a Town. The employee reports directly to and works under the general supervision of a higher level staff member. General supervision is exercised over Assistant Building and Plumbing Inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises the staff assigned to the inspection and technical services functions in the Building Department;

Performs technical training for staff and department customers;

Assesses work flow, assigns work and leads staff in reviewing and improving work processes;

Provides official binding interpretations of various ordinances, codes, rules and regulations involving technical issues;

Coordinates multi-agency and departmental reviews of proposals before the Town;

Supervises and participates in the inspection of buildings for compliance with approved plans, specifications and applicable codes;

Issues or supervises the issuance of building permits, plumbing permits, certificates of occupancy and certificates of compliance;

Represents the department and the Town at various meetings as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the requirements of local building codes, and zoning ordinances; good knowledge of public administration principles and practices; supervisory skills; organizational skills; analytical skills; ability to conduct field inspections; ability to read and interpret plans and specifications; ability to communicate effectively; ability to establish and maintain effective working relationships; ability to perform technical training; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Civil, Construction or Building Technology, plus two (2) years paid full-time or its part-time equivalent experience in building construction or building inspection involving plumbing facilities with work on commercial and industrial projects; OR,

- (B) Three (3) years experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the position.

Must have satisfactorily completed the certification program in the New York State Uniform Fire Prevention and Building Code as administered by New York State Department of State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 8, 1995
REVISED: