

TECHNICAL SERVICES DIRECTOR

Code No. 3-11-109
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for managing the building inspection and service functions for a town including building, construction, and fire prevention. Duties include supervising the issuance of building permits, and the review of construction plans for compliance with various ordinances and codes. Duties also include preparing and monitoring departmental budget and expenditures. The employee reports directly to, and works under the general supervision of a Commissioner of Public Works or other higher level staff member. General supervision is exercised over building inspection and clerical staff. 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.)

Manages the technical services and inspection functions for a town, including building, construction, and fire prevention;

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

Provides opportunities for technical and cross training of staff to optimize their performance and service to the community;

Makes recommendations to the Commissioner of Public Works on staffing and hiring;

Prepares departmental budget to submit to Commissioner, completes performance reviews and monitors budget expenditures for compliance with approved spending plan;

Supervises the participation in reviews of development proposals before the town and makes recommendations to developers;

Meets with developers and/or residents for purposes of resolving concerns and discussing issues;

Represents the Town Supervisor or the Commissioner of Public Works at various meetings;

Supervises the issuance of building permits, plumbing permits, certificates of occupancy, certificates of compliance and construction permits;

Supervises the review of plans and the inspection of construction for compliance with various ordinances, regulations, and state and local codes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the requirements of local building codes, zoning ordinances, and fire codes; supervisory skills; organizational skills; analytical skills; ability to prepare budgets; ability to communicate orally and in writing; ability to supervise the review and development of proposals, plans, and the inspection of construction; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus six (6) years paid full-time or its part-time equivalent experience in building construction or building inspection, two (2) years of which must have been in a supervisory capacity* . -

*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: Possession of a valid New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program.

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.

ADOPTED: July 6, 2000

REVISED: February 9, 2017