

DEPUTY BUILDING AND DEVELOPMENT COORDINATOR

Code No.: 6-02-020

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position assists with the coordination of the functions of the various Town Departments and Boards as they affect planning, zoning, public works and community development. The employee assists with the enforcement of, and dissemination of information about, the provisions of local building codes, engineering design criteria, planning and zoning ordinances and County and State regulations and laws. The position requires establishing good working relationships within the town and with various County and State and Village departments. The employee reports directly to and works under the general supervision of the Building and Development Coordinator with wide leeway allowed for independent judgment. Direct supervision may be exercised over subordinate staff. Does related work as required.

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

Explains the requirements of the local codes, ordinances and other applicable laws to land developers, contractors, architects, engineers, attorneys and the general public;

Assists in completion of forms and meeting of paperwork requirements;

Inspects existing buildings, building sites and project construction to insure work is being carried out in accordance with approved plans and specifications;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;

Conducts preliminary reviews of plans and sites for major developments and zoning variances;

Reviews and approves minor field changes that require deviation from approved plans and refers major problems to the Building and Development Coordinator;

Reviews sign permit applications, issues permits and does related inspections of same;

Assumes the duties of the Building and Development Coordinator in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Town building codes, planning and zoning ordinances, engineering design criteria, County of Monroe planning, health and transportation codes and State codes; good knowledge of the principles, practices, materials and equipment used in building, street and utility construction; working knowledge of the needs and goals of the municipality in relation to planning, zoning and community development; working knowledge of the principles of engineering and structural design; good oral and written communication skills; ability to read and interpret plans, maps and specifications; ability to prepare written and statistical reports; ability to conduct field inspections; ability to establish good working relationships with others; ability to deal with the public; organizational ability; thoroughness; initiative; integrity; tact; good judgment; willingness to work outdoors; 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 Associate's degree in Building Technology, Civil Engineering, Architecture, or closely related field or completion of a minimum of sixty (60) semester credit hours, at least eighteen (18) semester credit hours of which are in Building Technology, Civil Engineering, Architecture, or closely related field, plus two (2) years paid full-time or its part-time equivalent experience in building construction, civil engineering or architecture, one (1) year of which must have included the supervision of employees; OR,
- (B) Four (4) years of paid full-time or its part-time equivalent experience in building construction work, civil engineering, architecture, or closely related field, one (1) year of which must have included the supervision of employees; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Where the minimum educational requirement is not fully met, additional work experience as defined in (A) above may be substituted on a year-for-year basis for up to a maximum of two (2) years. There is no substitute for the required supervisory experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

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: September 9, 1999