

## BUILDING AND DEVELOPMENT COORDINATOR

Code No.: 6-02-014  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving the coordination of the functions of the various Town Departments and Boards as they affect building, planning, zoning, public works and community development. This employee enforces 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 acting as liaison with various County and State Departments and Villages. Work is performed under the general direction of the Town Board and the Town Supervisor with wide leeway allowed for independent judgment. General supervision is exercised over several maintenance and clerical 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;

Approves plans and specifications and issues building permits; issues certificates of occupancy upon final inspection; obtains permits from other governmental units;

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 review of plans and sites for major developments and zoning variances, and coordinates detailed review by consulting engineer as required;

Inspects streets, utilities and sewer construction to insure conformance with Town engineering design criteria;

Reviews and approves minor field changes that require deviation from approved plans and refers major problems to consulting engineer;

Reviews developers' completion reports and compares with site inspection reports; makes recommendation to Town Board to authorize Letters of Credit to the developers;

Makes preliminary studies and cost estimates on feasibility of projects such as water mains, sewers or drainage improvements;

Prepares descriptions and specifications for equipment and material bids;

Coordinates the obtaining of easements for special projects;

Provides minor engineering assistance to Highway Department, such as designing grades for culverts and ditches;

Investigates sanitation and storm water drainage problems and makes recommendations for corrective action to the Department of Public Works or refers to consulting engineer as required;

Processes applications and coordinates legal notices, applicant notices, agendas and minutes for Planning Board and Zoning Board meetings;

Serves in advisory capacity to Town Board, Planning Board and Zoning Board; makes recommendations and assists in drafting new or revised regulations and ordinances;

Prepares periodic reports on buildings and structures erected or altered, permits issued, fees collected and estimated cost of work covered by permits;

Reviews vouchers and approves payment to consultants;

Performs topographic surveys and prepares and maintains maps for special districts or easements;

Makes and follows through on applications for grants-in-aid from other levels of government; coordinates expenditures and work on projects when funding is obtained;

Administers Home Improvement Grant Program; reviews and approves applications; inspects houses; writes work descriptions; reviews estimates and processes paperwork for approval and payment by the County Community Development Office;

Supervises the maintenance and upkeep of the Town Hall and other Town buildings; provides direct supervision to Town Hall maintenance staff.

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

Thorough knowledge of Town building codes, planning and zoning ordinances, engineering design criteria, County of Monroe planning, health and transportation codes and State codes; thorough knowledge of the principles, practices, materials and equipment used in building, street and utility construction; good 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; working knowledge of public administration; good oral and written communication skills; surveying skills; ability to read and interpret plans, maps and specifications; ability to do feasibility and cost analysis studies; ability to prepare written and statistical reports; ability to conduct field inspections; ability to produce maps; ability to coordinate a multiplicity of functions and tasks; ability to coordinate the work of others; ability to supervise; ability to establish good working relationships with others; ability to deal with the public; ability to administer budgets; 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 a high school 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 or Architecture, or a closely related field or successful 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 or Architecture, or closely related field, plus four (4) years paid full-time or its part-time equivalent experience in all phases of building construction, civil engineering or architecture, two (2) years of which shall have been in a responsible supervisory or administrative position; OR,
- (B) Six (6) years of paid full-time or its part-time equivalent experience in all phases of building construction work, civil engineering, or closely related field, three (3) years of which shall have been in a responsible supervisory or administrative capacity; 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 minimum 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: August 12, 1982

Reviewed: 1/12/87

REVISED: October 7, 1999