

## **BUILDING DEPARTMENT MANAGER –TOWN OF CHILI**

Code No. 3-14-387  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for planning and managing the operations of a Town Building Department. Areas of responsibility include building, plumbing, fire, zoning and other code enforcement and inspection activities. This position also assists with the enforcement and dissemination of information. General supervision is exercised over a department staff. The employee reports directly to and works under the general supervision of the Commissioner of Public Works. . Does related work and attends meetings as required.

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

Oversees and manages the day-to-day operations of the Building Department, including Fire Marshals, and Dog Control;

Assists in preparing periodic reports on erected or altered buildings and structures, permits issued, fees collected, and cost of work estimates;

Assists in the development of departmental goals, budgets, and objectives;

Assists with and/or performs special projects and studies;

Assists with the coordination of support staff;

Attends and participates in meetings of the Town Board, Planning Board, and Zoning board of Appeals, and attends meetings;

Ensures compliance and enforcement of town codes, , rules and regulations;

Maintains records of acts and decisions;

Reviews and approves minor field changes that require a deviation from approved plans and refers major problems to the Commissioner of Public Works;

Assists with the review of applications to ensure they meet the minimum requirements for an application;

Reviews, checks, and approves plans and specifications submitted with the building and plumbing permit applications for compliance with the building code, plumbing code, zoning ordinance and applicable laws;

Enforces site plan compliance and requirements prior to issuing certificates of occupancy;

Works with the Town Engineer under the direction of the Commissioner of Public Works to track, inspect, and insure that all site plans requirements have been met;

Interprets and analyzes electrical, structural, plumbing and mechanical plans;

Issues building and plumbing permits;

Investigates complaints and assists in prosecuting violations of building code, plumbing codes and zoning ordinances;

Investigates and processes applications for zoning variances;

Assists with the dissemination and explanation of State and local codes and laws to developers, architects, contractor, and the public;

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

Good knowledge of the requirements of local building, fire and zoning ordinances, codes and relevant laws; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of administrative procedures; good knowledge of the goals, objectives and mission of the town particularly as related to building and code compliance issues; ability to review building application plans and specifications for compliance; ability to enforce plan compliance; ability to plan, assign and evaluate the work of a subordinate staff; ability to assist in the development of an operating budget; record keeping ability; organizational ability; analytical ability; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; tact; integrity; courtesy; initiative; physical condition commensurate with the demand of the position.

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

- (A) Five (5) years paid full time or its part time equivalent experience in building construction or building inspection involving plumbing facilities or plumbing installation and repair, two (2) of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Building, Construction or Architectural Technology, Civil Engineering, or a closely related field, plus three (3) years paid full time or its part time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Possession of a current New York State Basic Code Enforcement Training Certificate indicating successful completion of the training requirements for Code Enforcement Officials pursuant to Title 19 (NYCRR\*), Parts 434 and 1208. \*New York Codes, Rules and Regulations

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 capacity to meet the transportation needs of the position.

**ADOPTED:** November 9, 2006  
**REVISED:** May 3, 2007  
**REVISED:** April 8, 2010