

ASSISTANT TO THE BUILDING INSPECTOR – TOWN OF GREECE

Code No. 4-14-204
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an office management position in the Town of Greece responsible for ensuring the efficient and effective coordination and expediting of public works technical services. Work also involves developing, maintaining and monitoring procedural efficiencies, ensuring compliance with state mandates and guidelines, and compilation and maintenance of related statistical and narrative data. The employee reports directly to and works under the general supervision of the Building Inspector. Supervision is not a responsibility of this class. 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.)

Coordinates activities between the various sections in the Technical Services Department to assure all application reviews, reports, permits, inspections, records, and certificates are issued in a timely and efficient manner; eliminating duplication of effort, conflicting interests, etc.;

Assists in expediting easement releases, drainage and sewer issues, etc, and coordinates services through the Department of Public Works (DPW);

Follows up on compliance inquiries from outside sources such as police, fire, humane society, residents, etc. and coordinates efforts with the Human Services Department to address inquiries;

Investigates, researches and expedites adjustments, including inspections, regarding site plan issues to prevent untimely or inappropriate issuance of Certificates of Occupancy;

Develops, streamlines, implements, and modifies procedures to gather information from various internal sources for the Assessor's Office to use in adding structures to the tax role;

Works with the Building Inspector to ensure that mandated procedures and records regarding NYS Uniform Fire Prevention and Building codes are properly implemented and administered;

Maintains detailed records, elevation certificates, variances and permits in accordance with compliance standards promulgated by the New York State Department of Environmental Conservation and the Federal Emergency Management Agency related to the Flood Prevention Management Program;

Develops and compiles statistical data and reporting methods of all areas within the Technical Services Department;

Utilizes specialized software to ensure the Technical Services Department's records are updated to meet legal mandates, and track data on building trends, public assembly, occupancy rates, operating permits, fees, etc., and handle reporting and responding to constituent complaints;

Reads blueprints and site plans for use in calculations and property descriptions for use in the overall building and development stages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office procedures, technology and equipment; good knowledge of the Town's DPW technical services functions; good knowledge of permit issuance, application reviews, inspections, certificates of occupancy, easement releases, drainage and sewer issues as related to building inspection and DPW activities; working knowledge of building code compliance; analytical skill; ability to review and research construction documents and interpret site plans; ability to read blueprints; ability to analyze, develop and modify information gathering procedures, office procedures, records retention methods and tracking devices to ensure internal coordination, efficiency, and adherence to mandated reporting and procedural requirements; ability to utilize a computer and various software applications; ability to read blueprints; ability to prepare and maintain narrative and statistical reports and information; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships with office staff, developers, and constituents; good judgment; integrity; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years paid full time or its part time equivalent experience in office management, public contact work,* marketing, or public works administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree and four (4) years experience as defined in (A) above; OR,
- (C) Six (6) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*Public contact work is defined as substantial face-to-face or telephone communication with adults (age 12+) involving persuasion, teaching, negotiating, explaining, counseling and similar activities. The nature of the contact is such that it requires judgment on the part of the individual in dealing or responding to another person. Typical jobs include, but are not limited to, receptionists, sales, interviewers, counselors, etc.

SPECIAL REQUIREMENTS:

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 you capacity to meet the transportation needs of the position.

ADOPTED: October 3, 2002