

DIRECTOR OF BUILDING AND CODE ENFORCEMENT

Code No. 6-04-055

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Town Department of Building and Code Enforcement responsible for planning, organizing, implementing and supervising the monitoring and enforcement of Town code. Work is performed in close cooperation with the Town Engineer and support staff. General supervision is exercised over a subordinate staff. The employee reports directly to and works under the general supervision of the Town Supervisor. 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.)

Oversees and directs the activities of the Building and Code Enforcement department;

Ensures that the Town code is up-to-date and enforceable;

Enforces Town code and prosecutes violations;

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

Develops and administers departmental goals and objectives;

Assesses and analyzes proposed actions and identifies consequences;

Interprets and applies federal, state and local laws and regulations concerning buildings and code enforcement;

Addresses and resolves engineering, regulatory, and systems design issues and questions;

Plans, organizes, directs, and coordinates the work of support staff;

Administers, prepares, and organizes the department's budget, submits financial reports, expense records and oversees the maintenance of financial records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of structural and municipal engineering including recent developments and sources of information regarding the industry; good knowledge of building construction principles and practices; good knowledge of operations, services, and activities of a comprehensive building inspection program; good knowledge of the town code; good knowledge of office management practices; ability to utilize a computer for data extraction and manipulation; ability to oversee the direct the activities of the department including developing and administering goals and objectives; ability to analyze electrical, structural, plumbing and mechanical plans; analytical ability; organizational ability; administrative ability;

supervisory ability; ability to interpret and apply federal, state and local laws and regulations; ability to identify and address community issues related to building and code enforcement; ability to communicate effectively orally and in writing; good judgment; 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 in Architecture, Civil Engineering, Civil Engineering Technology, Environmental Engineering, Public Administration or a closely related field, plus five (5) years paid full time or its part time equivalent experience in building inspection or construction, two (2) of which must have been in an administrative* capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Architecture, Civil Engineering, Civil Engineering Technology, Environmental Engineering, Public Administration or a closely related field plus three (3) years of experience as defined in (A), two (2) of which must have been in an administrative* capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*administrative capacity is defined as direction and control of an identifiable organizational unit or program.

SPECIAL REQUIREMENTS:

- 1) Possession of a "Building Plans Examiner" certificate issued by the International Code Council (ICC).
- 2) If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

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 designed by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 7, 2005