

DEPUTY COMMISSIONER OF PUBLIC WORKS – CODES AND ORDINANCES

Distinguishing Features of the Class:

Under the general direction of the Commissioner of Public Works the incumbent administers, enforces and ensures compliance with all the provisions of laws, ordinances and regulations applicable to the construction, alteration, repair, removal and demolition of buildings and structures in the Town of Union. This position has authority to act for and in place of the Commission of Public Works within the assigned areas of responsibility. Supervision is exercised over the Senior Building and Code Inspectors, Building and Code Inspectors, Municipal Fire Safety Inspectors, and clerical personnel. Does related work as required.

Typical Work Activities:

- Supervises the operation of the municipal building division of the Department of Public Works
- Develops departmental procedure, practices and policies for carrying out the responsibilities of the municipal building department
- Supervises inspections of building and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws
- Supervises inspections of existing buildings and structures to ensure their conformity with safety standards
- Supervises issuance of building permits and the furnishing of prescribed certificates of occupancy upon application
- Explains the requirements of the applicable building codes, zoning ordinances and laws to building contractors and to the general public
- Prepares and processes all aspects of zoning applications
- Orders unsafe, illegal or dangerous conditions during building construction and in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures
- Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance
- Sets deadlines for corrective action and follows up on the compliance of these requirements
- Maintains records of investigations, acts and decisions
- Investigates construction and renovation requests and determines their impact on the community
- Discusses activities, problems and potential issues with contractors, business representatives, community groups and the general public
- Recommends changes regarding department policies and programs to the Commissioner of Public Works
- Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body
- Supervises the work of Dog Control Officers to ensure safety to themselves and others, as well as the animals

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, New York State Multiple Residence Law and the building codes and zoning ordinances of the jurisdiction
- Thorough knowledge of modern practices, principles, materials and tools used in the building trades and construction
- Thorough knowledge of the principles and methods of field inspection
- Good knowledge of the structural and mechanical components of buildings and structures
- Good knowledge of supervisory methods and techniques
- Working knowledge of Microsoft Word, Excel and code enforcement/building management software
- Ability to troubleshoot computer issues as needed
- Working knowledge of the legal procedures used in enforcement of laws, codes and ordinances
- Working knowledge of the principles of engineering, architecture and planning
- Working knowledge of the geography of the jurisdiction

- Skill in reading and interpreting building construction plans and specifications and to recognize deviations from such plans in the actual construction
- Skill in recognizing instances of code and building violations and prescribing corrective measures
- Ability to establish and maintain cooperative relationships with other public officials, engineers, architects, building contractors, building owners and with the general public
- Ability to impartially enforce codes, laws, regulations and ordinances with firmness and tact
- Ability to record, analyze, organize and maintain data and prepare records and reports
- Ability to communicate effectively both orally and in writing
- Ability to plan, organize, assign and review the work of others
- Demonstrates good powers of observation, strong judgment, tact, accuracy, initiative, integrity, dependability, and resourcefulness

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in construction technology, engineering, architecture, planning or closely related field, and four years of experience in building construction work and/or as a municipal building inspector and/or code enforcement officer, two of which must have included supervisory responsibilities, OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree in construction technology, civil engineering or related field and six years of experience indicated in A) above, two of which must have included supervisory responsibilities, OR
- C. An equivalent combination of training and experience within the limits of A) and B) above

Special Requirement:

Incumbent in this position is required to possess and maintain a current New York State Code Enforcement Certification as issued by the New York State Firefighting and Code Enforcement Personnel Standards and Education Commission.

Minimum Starting Salary - \$60,000 / **negotiable** based on experience

Potential Starting Date – May 17, 2021

To apply, please visit <https://www.townofunion.com/departments/human-resources/employment-application.html> and complete the Town General Employment Application.

Contact Personnel by emailing personnel@townofunion.com or call (607) 786-2938 for additional hiring and employment information.