

CITY OF GLENS FALLS—VACANCY

DIRECTOR OF BUILDING & CODE ENFORCEMENT (PROVISIONAL)

The work involves responsibility for enforcing the *New York State Uniform Fire Prevention and Building Code (NYSUFPBCC)*, NY State Fire Prevention and Building Code. The Director provides for the coordination of all activities relevant to ensuring compliance with appropriate laws, codes, rules, and regulations. The Director may supervise one or more people working under the title Code Inspector, Zoning Inspector, Building Inspector, or associated clerical personnel. Incumbent is responsible for the direction of building inspections to ensure compliance in construction. Does related work as required.

Residency: Candidates must have been legal resident of Warren or a contiguous County for at least four months immediately preceding the date of the exam.

Salary: \$65,000-\$75,000 (commensurate with experience)

MINIMUM QUALIFICATIONS:

- A) Associate's degree in engineering, mechanical or construction technology or closely related field and two (2) years' experience as a New York State Certified Code Enforcement Officer; or
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in construction or the building trades and one (1) year as a New York State Certified Code Enforcement Officer; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

- A) Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job; and
- B) Incumbent must complete prescribed training requirements as set forth in Title 19 of the New York State Department of Codes, Rules, and Regulations Part 1208.

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

Interested candidates may submit a job application to:

Judy Villa White, HR Director

City of Glens Falls

42 Ridge Street

Glens Falls, NY 12801

personnel@cityofglensfalls.com

Applications may be obtained from www.cityofglensfalls.com

DIRECTOR OF BUILDING & CODE ENFORCEMENT - CITY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing the *New York State Uniform Fire Prevention and Building Code (NYSUFPBCC)*, NY State Fire Prevention and Building Code. The Director provides for the coordination of all activities relevant to ensuring compliance with appropriate laws, codes, rules, and regulations. The Director may supervise one or more people working under the title Code Inspector, Zoning Inspector, Building Inspector, or associated clerical personnel. Incumbent is responsible for the direction of building inspections to ensure compliance in construction. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the operations of the City's Building and Codes Department;
Enforces all provisions of the New York State Uniform Fire Prevention and Building Code and other codes, laws, rules, and regulations pertaining to the construction or alteration of building and structures. Issues a Certificate of Occupancy or Certificate of Compliance;
Directs the activities of the Building Inspector and Code Enforcement Officers;
Reviews and approves/disapproves plans and specifications compliant with the Uniform Fire Prevention and Building Code, Zoning and Plumbing Ordinances and the Multiple Residence Law;
Inspects buildings and structures in the process of construction, rehabilitation, reconstruction, or repair to assess and enforce compliance with NYSUFPBC and local laws, codes, rules, regulations, and zoning ordinances;
Maintains accurate records for all transactions and activities, including all applications received, permits and certificates issued, fees charged and collected, inspection reports, and notices or orders issued.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern practices, principles, materials, and tools used for building construction;
Good knowledge of the requirements of *New York State Uniform Fire Prevention and Building Code* and local municipal related codes, laws, rules, and regulations;
Good knowledge of the principles of fire prevention;
Ability to read, interpret, and understand contract documents (plans, specifications, and technical submittals);
Ability to compose and prepare clear, concise correspondence and reports;
Ability to establish and maintain cooperative working relationships with permit applicants, contractors, design professionals, developers, property owners, public officials, and the general public;
Courtesy, honesty, integrity, thoroughness, tact, and common sense must be adhered to;
Physical condition commensurate with demands of the position.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.