

VILLAGE OF LAKE GEORGE

PLANNING & ZONING OFFICE
VILLAGE HALL, 26 OLD POST ROAD
LAKE GEORGE, NY 12845
518-668-5771
dbarusch@townoflakegeorge.gov

NOTICE OF VACANT POSITION

Title: Enforcement Officer

Status: Permanent Part Time, 10-20 +/- hours a week (varies in off-season)

Salary: \$22.00/ hour (non-benefit eligible)

Qualifications: Either of the following:

- (a) Associate's degree in construction technology or a comparable field; or
- (b) Graduation from high school and two years of experience in building construction work which involves construction compliance regulations.

NOTE: Experience as a Municipal/Local Codes Inspector, Assistant Building Inspector or related experience working as a member of a planning, zoning, or property assessment board can be substituted for an equivalent amount of the above experience on a prorated basis.

Required Skills: All the following experience/skill set:

- Must be proficient in Microsoft Office, Computer Use and Typing
- Must be able to work across enforcement disciplines
- Must be able to understand construction documents/plans

Duties: This position involves assisting the Village of Lake George Planning and Zoning Office with normal day-to-day code enforcement operations. Specific duties on a weekly basis would include, but not be limited to:

- Answer inquiries in person, and through phone / email
- Work with contractors with issues on-site at projects
- Partake in weekly construction inspections of local projects
- Partake in monthly stormwater inspections of SWPPP projects
- Partake in seasonal visual observation for compliance and issuing notices/letters for compliance issues or violations
- Assists with general office duties as needed

Applications and Resumes will be accepted on a rolling basis. Please contact Dan Barusch, AICP, Director of Planning and Zoning at dbarusch@townoflakegeorge.gov, or Julie Allen, Village Clerk at clerk@lgvillage.org.

Applications may be obtained from www.warrencountyny.gov/jobs or by clicking [here](#).

The Village of Lake George is an EOE/AA Employer.