

JOB ANNOUNCEMENT

ASSISTANT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

TOWN OF BRUNSWICK, NEW YORK

The Town of Brunswick is soliciting applications from qualified interested individuals to fill an anticipated vacancy in the open competitive position of Assistant Building Inspector/Code Enforcement Officer on a provisional basis since there is no existing, viable Rensselaer County Civil Service Eligible List for that title. In order to be considered for a permanent appointment to this position, the successful applicant will need to take and pass the examination for said title to be offered by the Rensselaer County Civil Service Commission and be reachable for appointment as provided by law from the Eligible List established for said title by the Civil Service Commission. The successful applicant must have been a resident of Rensselaer County for four (4) months immediately preceding the date of the examination and at the time of appointment from the Eligible List.

ESSENTIAL DUTIES OF THE POSITION: This position is responsible for the enforcement of specific local laws as designated by the Brunswick Town Board including, but not limited to those pertaining to building, zoning, land use, subdivisions, site plans, multiple dwellings, mobile homes, unsafe structures, signs, junk and abandoned vehicles, excavation, demolition, dumping, garbage and refuse, floodplain and storm water management, as well as the New York State Uniform Fire Protection and Building Code, and all other New York State Building Codes, and also the issuance of permits and the conducting of related inspections in connection with those matters. Typical work activities include: reviewing plans of proposed structures for compliance with all applicable state and local codes; conducting inspections of structures under construction and existing structures to insure compliance with applicable codes; maintaining Departmental records as required by law; investigating complaints of code violations and assisting in the prosecution of violators; serving notices of code violations on property owners; performing re-inspections to determine if violations have been corrected; providing routine information to the public in regard to building, plumbing, housing and zoning codes and the multiple residence law; assisting in providing administrative support to the Zoning Board of Appeals and the Planning Board and in maintaining the records of both boards; attending upon emergency code “call outs” as required.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the requirements of the New York State Uniform Fire Protection and Building Code, all other New York State Building Codes, and local building, plumbing, housing and zoning codes; good knowledge of the Multiple Residence Law; ability to read and interpret plans and specifications; ability to be firm, yet courteous with the public; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a New York State high school equivalency diploma, four (4) years experience as a building contractor,

journeyman level trades worker, assistant building inspector or the design of building construction; or

- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering Technology, Engineering Technology, Construction Technology, or related field.

SPECIAL REQUIREMENT: Certification as a Code Enforcement Official in the State of New York at the time of appointment, or completion of the Code Enforcement Official Basic Training Program, as prescribed by Section 1208-2.2 and Section 1208-3.2 of Part 1208 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York within the first eighteen (18) months of employment.

SALARY RANGE: \$42,000.00 - \$52,000.00 depending upon experience and qualifications. Competitive benefits package offered.

Preference may be given to individuals possessing the NYS Certification as a Code Enforcement Official at the time of appointment, to individuals having prior, recent municipal code enforcement experience in New York State, and to individuals having New York State municipal zoning and planning experience.

Interested individuals are asked to mail a letter of interest and resume to: Code Enforcement, Town of Brunswick, 336 Town Office Rd, Troy, NY 12180. Applications must be postmarked on or before January 15, 2019, to be considered.