

**TOWN OF BRUNSWICK, NEW YORK**  
**JOB ANNOUNCEMENT**

**BUILDING AND ZONING SUPERVISOR (Provisional Appointment)**

The Town of Brunswick is soliciting applications from qualified interested individuals to fill a vacancy in the open competitive position of Building and Zoning Supervisor in the Town Building Department on a provisional basis since there is no existing, viable Rensselaer County Civil Service Eligible List for this 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. A complete copy of the Job Specification adopted by the Rensselaer County Civil Service Commission for this title is available upon request.

**DISTINGUISHING FEATURES:**

- Has primary responsibility for the administration and enforcement of state and local building codes, zoning laws, subdivision regulations, site plan regulations and other land use regulations for the Town of Brunswick.
- Exercises direct supervision over subordinate building inspectors, code enforcers, and clerical employees of the Town Building Department and serves as Department Head.
- Serves as Building Department liaison with the Planning Board and Zoning Board of Appeals as pertains to site plans, special use permits, subdivisions, appeals, interpretations and variances.
- Administratively supervised by the Brunswick Town Supervisor.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, engineering technology, architecture or related field **and** five (5) years' experience in construction or building maintenance, three (3) of which must be in supervisory capacity.

**TYPICAL WORK ACTIVITIES:** (illustrative only)

- Reviews permit applications for building construction, repair and alteration;
- Inspects buildings under construction for compliance with approved plans and specifications and applicable ordinances and codes;
- Commences appropriate proceedings for building code and zoning violations and cooperates with legal and judicial authorities to ensure that improper conditions are corrected and that appropriate penalties are imposed for violations;
- Reviews land use applications, including but not limited to subdivision, site plan, special use permit, use variance, and area variance to determine completeness with Brunswick code and regulation requirements prior to commencement of application review by Planning Board and Zoning Board of Appeals;
- Represents the Building Department before, provides background information and technical assistance to, and cooperates with, the Planning Board and Zoning Board of Appeals, in the making of administrative determinations on applications for subdivision and site plan review, special permits, and appeals and variances from provision of the Zoning Law;
- Attends and provides administrative support at all meetings of the Planning Board and Zoning Board of Appeals, and attends the Regular Town Board meeting each month.

**KNOWLEDGE. SKILLS. ABILITIES AND PERSONAL CHARATERISTICS:** Requires thorough knowledge of land use and zoning procedural and substantive requirements; thorough knowledge of modern building techniques, materials and tools; thorough knowledge of local building codes and ordinances; Ability to read and understand plans and specifications; ability to inspect structures to determine their condition; ability to plan, schedule and supervise the work of others; good computer skills. Physical condition equal to the demands of the position.

**ADDITIONAL REQUIREMENTS:**

Incumbent shall successfully complete a New York State certified basic training program, and any other State-mandated certifications, within 18 months of initial appointment and attend a minimum of 24 hours of approved in-service training each calendar year.

**ANNUAL SALARY:**

\$70,000.00 - \$75,000.00 dependent upon experience and qualifications. Actual Salary fixed by Town Board. Competitive benefits package offered.

Interested individuals are invited to mail a letter of interest and resume to: Tracy Broderick, Secretary to Supervisor, Town of Brunswick, 336 Town Office Rd, Troy, NY 12180. (518) 279-3461 x100. Applications must be postmarked on or before August 19, 2024, to be considered.

