

DIRECTOR OF BUILDING, PLANNING & ZONING

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for planning, directing and supervising the day-to-day operations and activities of the municipal Building, Planning and Zoning Department and the administration and enforcement of State and local laws and ordinances governing the construction, renovation and occupancy of buildings and land use. Work is performed in accordance with general policies and under the general supervision of the Town Supervisor with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, supervises and participates in the inspection of existing residential, commercial and industrial

buildings for compliance with 19 NYCRR New York State Uniform Fire Prevention and Building Code;

Oversees and supervises Planning Department secretary, clerk and engineering staff hired for any outside review;

Oversees and supervises all applications before Planning and Zoning Boards, including meeting with applicants and their representatives and professionals. Review of all commercial and residential planning and zoning applications for zoning compliance and issue approvals and/or denials if applications are non-compliant;

Oversees the day-to-day operation of the Building Department in accordance with all applicable laws, regulations and rules.

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Assigns specific inspections to all subordinate personnel to insure adequate coverage and reporting of inspection areas within the Building, Planning and Zoning Department;

Supervises assignments and work flow in a municipal Code Enforcement Office;

Supervises, trains and evaluates assigned staff;

Furnishes information to architects, engineers, contractors and the general public regarding requirements for various codes;

Assigns and is responsible for the general supervision of Code Enforcement Officers;

Supervises and assists in the computerized issuance of building permits and certificates of occupancy;

Performs typical work activities as Building Inspector;

Reviews inspector's reports and advises;

Investigates complaints and assists in the prosecution of violations of various codes being enforced;

Supervises photographic and other evidence of code violations for substantiation of reports to give testimony in court;

Responds to Fire Department emergencies and works in cooperation with fire, police and county sheriff's departments in situations where the presence of an inspector is deemed necessary;

Prepares and manages departmental budgets under NY State requirements;

Issues stop work orders, notices of improper or hazardous structures, condemnation notices and related notices and/or orders;

Maintains records and issues reports of building and zoning inspection activities;

Reports to Town Supervisor and Town Board on all staffing needs and gets general direction from Town Board on all matters;

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Attends Town Board meetings as required;

Prepares and submits Annual Activities Report to the Secretary of State as required by Title 19

NYCRR Part 1203;

May perform other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of federal, state and local environmental protection and building codes, rules, regulations and ordinances; good knowledge of inspection techniques and procedures; good knowledge of building construction principles, practices and procedures; ability to interpret complex building construction plans and specifications; ability to supervise the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively both verbally and in writing; tact, courtesy, integrity and good judgment; working knowledge and expertise regarding planning, subdivisions and site plans.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a New York State registered or regionally accredited college with an Associate's Degree in Civil Engineering, Construction Technology or a related field, and three (3) years of full-time paid experience in building construction work; or

(B) Satisfactory completion of 60 semester credit hours at an approved four-year college or university in a program leading to a Bachelor's Degree in Civil Engineering, Construction Technology or a related field, and three (3) years of full-time paid experience in building construction work; or

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- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience in building construction work; or
- (D) An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Note: Experience as a qualified Building Inspector can be substituted for an equivalent amount of the above required experience.

License or certificate required: Within 12 months from the time of appointment, the incumbent must be certified in New York Code Enforcement and must maintain certification during employment.

NYS Driver's License is required.