



The Town of East Greenbush is currently seeking applications to fill the position of **Code Enforcement Official/Officer (CEO)**.

This position is responsible for the administration and enforcement of all provisions of the Uniform Code, the Energy Code, and the Town of East Greenbush Local Law. The use of local laws may include, but are not limited to zoning, unsafe structure, junk vehicles, garbage and rubbish dumping, flood damage prevention, storm water, and erosion and sediment control. Work is performed under the general supervision of the Department Head with some leeway allowed for the exercise of independent judgment when applying applicable codes, laws and practices and carrying out work assignments.

This is an excellent opportunity to join and make contributions to a busy municipal buildings/safety inspection office within a growing community.

Typical Responsibilities:

- Reviews applications for Building Permits (Certificates of Occupancy/Certificates of Compliance), Operating Permits, as well as the plans, specifications and construction documents submitted with such applications for compliance with all applicable state and local codes;
- Issues appropriate permits for approved applications, including relevant and applicable terms and conditions specific to the permit being issued;
- Conducts inspections of structures under construction and existing structures to ensure compliance with applicable codes, including inspections made prior to the issuance of permits, fire, safety and property maintenance inspections, inspections incidental to the investigation of complaints and all other inspections required or permitted under any provision of the local law;
- Performs re-inspections to determine if violations have been corrected and serves Notices of Code Violations or Stop Work Orders when appropriate;
- Investigates complaints of code violations and assists in the prosecution of violators – this includes conducting the necessary follow-up on citations that require testimony in court and consulting with the Town Attorney on matters that require legal actions and proceedings in order to enforce the Uniform Code, Energy Code, and Town of East Greenbush Local Law;
- Maintains records of all assigned duties in proper order as required by law;
- Collects fees as set by the Town Board;
- Provides routine information to the public in regard to building, plumbing, housing and zoning codes and the multiple residence law;
- With direction from the Department Head, assists with providing **24/7** on-call response to calls from Police, Fire and EMS incidents, including disasters;
- Performs related work as required, or as the situation dictates.

Required Knowledge, Skills & Abilities:

- Ability to review plan and specifications submitted with Building Department applications for compliance with building code and applicable laws;
- Ability to plan and schedule work efficiently and to conduct inspections and investigations professionally and in accordance with established procedures;
- Working knowledge of the materials and methods used in building construction and the administration of the New York State Building Code, local zoning by-law and applicable provisions of New York State General Laws;
- Ability to explain the requirements of the New York State Uniform Fire Prevention and Building Code law and other applicable laws to building contractors or residents;
- Ability to establish and maintain effective working relationships with associates, staff in other departments, employees of private organizations, other governmental entities, and the general public.
- Ability to understand and follow oral and written instructions and to communicate in a clear and concise manner.
- Proficiency with MS Word, Excel and Outlook.

- **SPECIAL REQUIREMENT:** Completion of the Basic Code Enforcement Training Program within 18 months as prescribed in 19 CRR-NY Part 1208-3 of the Minimum Standards for Code Enforcement Training in the State of New York, Subpart 1208-3 Certification of Code Enforcement Officials, 1208-3.2 Basic Training Programs.

Minimum Qualifications:

1. (a.) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in building construction, the building trades or building/site inspections; **OR**
(b.) Graduation from an accredited college or technical school in building trades or a related field.
2. Experience with MS Access and Geographic Information System (GIS) mapping is preferred, but not required.
3. Other things being equal, preference will be given to Town of East Greenbush residents or those planning or able to establish residency in East Greenbush upon job offer.

Work Environment:

- Consists of both office work and field work. Field work activities may include: travel over uneven terrain, exposure to the elements, and exposure to environments typical of storm water management facility locations (e.g., wooded areas, construction sites, etc.).
- Possession of a valid driver’s license.
- Regular contact with town departments, as well as state, regional and local agencies, and frequent contact with the general public and applicants.
- You will be required to pass a civil service exam to be eligible for permanent appointment into the CEO position.

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This is an appointed part-time. The salary range is commensurate with experience and qualifications. Interested applicants should submit a resume, cover letter, and three (3) references by Monday, March 20, 2023 by mail or email to Kate Knight at kknight@eastgreenbush.org.