



The Town of East Greenbush is currently seeking applications to fill the position of MS4 Coordinator-Code Enforcement Officer.

MINIMUM REQUIREMENTS

Applicant must reside within the Town of East Greenbush. Four Year degree or equivalent work experience preferred. A candidate should possess excellent oral and written communication skills and be able to work with a diverse population and communicate in a clear and concise manner.

TASKS AND SPECIFIC DUTIES

MS4 COORDINATOR:

- Manage recordkeeping necessary for compliance with the Town's MS4 permit
- Create and maintain a database/tracking system to support MS4 reporting requirements (e.g., using MS Excel, Access, etc.); maintain MS4 inventory data and keep mapping current
- Coordinate and prepare MS4 Annual Report; recommend updates to SWMP Plan
- Plan, conduct, and document MS4 compliance fieldwork (e.g., construction site inspection, outfall inspections, stormwater management practice inspections, etc.)
- Contribute to land development application and SWPPP review in conjunction with Planning and Zoning staff, DPW personnel, and Town designated engineers; work with applicants during the review process
- Serve as the Town's MS4 Coordinator, advocate for the MS4 program, and liaise with involved Town Departments; attend intermunicipal working group meetings
- Maintain required professional certification(s) and attend training and professional development; track and report on MS4 and Construction General Permit changes
- Assist in the development of educational and outreach materials relating to water quality and stormwater management; contribute content to Town website, social media platforms, etc.
- May supervise and direct interns and/or consultants; work with DPW to prioritize maintenance of Town MS4 infrastructure; assist with implementation of municipal MS4 best practices.
- Assist with public education, outreach, and involvement; coordinate MS4 training events
- Act a single point of contact for the public and stakeholders on MS4/stormwater issues
- Respond to illicit discharge reports, document occurrences, and coordinate follow up activities
- Other duties as may be assigned.

CODE ENFORCEMENT OFFICER

- Administer and enforce all of the provisions of the Uniform Code, the Energy Code, and the Town of East Greenbush Local Law. The Code Enforcement Officer shall have the following powers and duties:
 - To receive, review, and approve or disapprove applications for Building Permits [Certificates of Occupancy/Certificates of Compliance], Temporary Certificates and Operating Permits, and the plans, specifications and construction documents submitted with such applications;
 - Upon approval of such applications, to issue Building Permits [Certificates of Occupancy/Certificates of Compliance], Temporary Certificates and Operating Permits, and to include in Building Permits [Certificates of Occupancy/Certificates of Compliance], Temporary Certificates and Operating Permits, such terms and conditions as the Code Enforcement Officer may determine to be appropriate;
 - Conduct construction inspections, inspections to be made prior to the issuance of Building Permits [Certificates of Occupancy/Certificates of Compliance], Temporary Certificates and Operating 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;
 - To issue Stop Work Orders, review and investigate complaints, issue orders pursuant to the local law, maintain records, collect fees as set by the Town Board, pursue administrative enforcement actions and proceedings,
 - In consultation with the Town Attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code and the Local Law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code or the Local Law; and
 - To exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by the Local Law.
- The Code Enforcement Officer shall be appointed by the Town Board. The Code Enforcement Officer shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training pursuant to the New York State Department of State, Title 19 (NYCRR) Part 1208.3.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

GENERAL

- 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 plan and schedule work; ability to conduct inspections and investigations
- Ability to understand and follow oral and written instructions
- Ability to read and interpret technical, legal, environmental, and regulatory documents, manuals, blueprints and diagrams; knowledge, understanding, and ability to interpret engineering plans
- Ability to write reports, prepare business letters, expositions, and summaries
- Proficiency with MS Word, Excel, and Outlook; experience with MS Access and GIS a plus
- Able to efficiently handle, protect, and dispose of business records; knowledge of basic record management techniques
- Must have a valid NYS Driver's License.

MS4 COORDINATOR:

- Knowledge of NYSDEC MS4 and Construction General Permits; field experience evaluating performance of erosion and sediment control practices; knowledge of NYSDEC Blue Book and Stormwater Design Manual
- Ability to accurately collect GPS, photographic, water sample, and other field data
- Ability to communicate clearly and concisely, orally and in writing; demonstrated ability to navigate contentious situations and exercise independent judgement in application of MS4 permit requirements

CODE ENFORCEMENT OFFICER

- Ability to review plans and specifications submitted with Building Department applications for compliance with building code and applicable 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;
- Thorough 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
- Prior construction inspection experience is a plus.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

ENVIRONMENT

Employee will be working in indoor and outdoor environments; often working alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

While performing the duties of this position, the employee is indoors with heating and cooling regulated in a general office environment, and also exposed to outside weather conditions while at construction sites and stream sites. The construction and stream sites can involve a variety of terrain, steep slopes, exposure to physical conditions and materials, and unpleasant atmospheric conditions. The noise level while in the indoors work environment is usually low, but while outdoors the noise level can be high.

PHYSICAL

While performing the duties of this position, the employee must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on surface streets, and make inspections; strength, stamina, and mobility to perform light physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

The position involves field work requiring frequent walking uneven terrain and landscapes when performing inspections. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, and to operate GPS equipment. The incumbent will bend, stoop, kneel, reach and climb to perform work and inspect work sites and must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

All applications must be submitted to the Supervisor's Office no later than **Friday, January 4, 2019** email applications and resumes to LObrien@eastgreenbush.org

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