

## **DIRECTOR, OFFICE OF BUILDING, ZONING AND PLANNING ADMINISTRATION AND ENFORCEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a combination of technical, administrative and supervisory work of a complex nature performed in accordance with general policies of the Town Board with considerable leeway allowed for the exercise of independent technical and administrative judgment. The work involves the administration and enforcement of laws and ordinances for land use, building construction and building use as well as coordinating responsibility for the functioning of all concerned boards and commissions. General supervision is exercised over a small staff of building inspectors and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews or directs the review of plans and specifications for building permits, including those for reinforced concrete and structural steel construction;  
Inspects or directs the inspection of buildings for compliance with Building Codes, Zoning Code Multiple Residence Law, Unsafe Building and Collapsed Structure Ordinance, Fire Prevention Code, Minimum Housing Code, Historical Zoning Regulations, Land Development Regulations, etc.;  
Coordinates and renders reports, advice and assistance to a number of boards and commissions concerned with land and building use;  
Implements and administers policy by issuing appropriate direction to employees, information to the public, advice and assistance to various boards, commissions, committees, etc.;  
Receives, analyzes and replies to correspondence;  
Prepares or directs the preparation of a variety of reports;  
May perform a variety of public relations functions;  
May make professional engineering determinations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, techniques, materials, tools and practices used in building construction; thorough knowledge of local building and zoning codes and ordinances as well as applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code); thorough knowledge of business administrative practices, procedures and equipment; good knowledge of supervisory and training techniques; working knowledge of statistical terms and procedures; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others.

**MINIMUM QUALIFICATIONS:** Possession of a license to practice as a professional engineer in New York State or a licensed architect in New York State and five (5) years of responsible supervisory experience in building construction or real estate management.

**SPECIAL REQUIREMENT:** It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.