

GENESEE COUNTY

ZONING/BUILDING COMPLIANCE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for administering and coordinating Town Zoning, Code Enforcement and Building Inspection activities, including NYS codes and laws. This position will be responsible for examining building plans and structures during construction. This position is under the general supervision of the Town Supervisor and Town Board. The incumbent is allowed considerable leeway in the exercise of independent judgment in carrying out the duties associated with the position. This position supervises subordinate employees. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Reviews new building plans and confers with owners, contractors and other interested parties to determine compliance with the zoning ordinance;
Coordinates, receives, reviews and refers applications as required to the Planning Board and Zoning Board of Appeals;
Keeps records and written reports as required by the Zoning Law;
Prepares monthly reports as required and submits copies to the Town Board members;
Provides inspection of Recycling Facilities and Mobile Home Courts once a year, and issues yearly permits dependant upon favorable review and inspections;
Issues Building Permits and furnishes appropriate Occupancy Permit upon formal completion of construction;
Provides inspections as required for construction as it progresses;
Maintains records of new construction, building permits, and zoning variances issued and fees received;
Collects fees for permits, inspections, etc. and forwards the fees to the Town Supervisor on a weekly basis;
Develops, implements and evaluates programs regarding Safety Compliance in the Town;
Serves as a liaison to business and community organizations;
Assigns schedules and supervises the work and performance of staff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of building and zoning codes; ability to establish and maintain cooperative relationships with other public officials, with building contractors and the general public; ability to read and interpret plans and specifications, ability to be firm but courteous; honesty, thoroughness; tact; good judgment.

CONTINUED.....

ZONING/BUILDING COMPLIANCE ADMINISTRATOR

Page 2

MINIMUM QUALIFICATIONS:

EITHER:

A. Possession of a degree in engineering or architecture;

OR:

B. Graduation from high school or possession of an appropriate equivalency diploma recognized by NYS Department of Education, **AND** four (4) years of experience in building construction work or in an occupation indicating the ability to read and compare written material and drawings with established criteria, specifications, codes and regulations, etc.;

OR:

C. Any equivalent combination of experience and training as defined by the limits of A or B above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS Driver's license.

SPECIAL NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the State of New York.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive in less than 5000 population
Competitive Class
Adopted 12/1/99
Revised 11/17/23