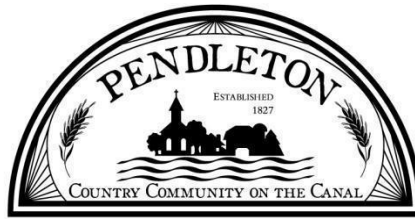


TOWN OF PENDLETON
6570 Campbell Boulevard
Lockport, NY 14094



*Supervisor Joel Maerten
Councilman Jason Evchich
Councilman David Fischer
Councilman Justin Graham
Councilman David Leible*

At the work session meeting of the Town Board of the Town of Pendleton, Niagara County, New York, held in the Board Room at the Town of Pendleton Town Hall, 6570 Campbell Boulevard, Lockport, New York, 14094 at 7:00 p.m. on December 22, 2021.

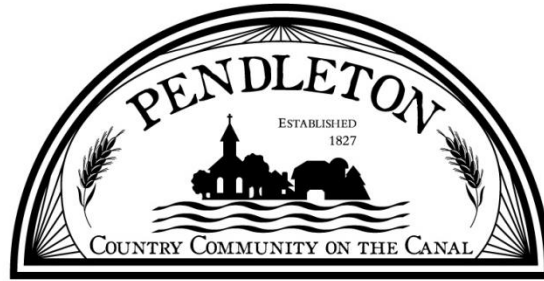
WHEREAS, the Building & Code Enforcement Department of the Town of Pendleton is responsible for a wide-variety of duties, including but not limited to enforcement of building codes and Town Code; and

WHEREAS, the Town of Pendleton has relied upon the efforts of full-time and part-time employees trained and certified for the title of Building Inspector and Code Enforcement Officer; and

WHEREAS, the current part-time Building Inspector and Code Enforcement Officer has submitted a letter of resignation to the Town Board of the Town of Pendleton; and

WHEREAS, it's in the best interest of the Town of Pendleton to fill this part-time position with a qualified applicant.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Pendleton on this 22nd day of December 2021 that the Supervisor is hereby authorized to advertise for the open position of part-time Building Inspector and Code Enforcement Officer. This resolution shall take effect immediately.



ANNOUNCEMENT OF OPEN POSITION

Department: Building Inspection and Code Enforcement
Title: Building Inspector and Code Enforcement Officer
Schedule: Part-time, 15 hours per week
Benefits: None
Compensation: Negotiable
Residency: Must be a resident of the Town of Pendleton
Approved: December 22, 2021
Deadline: January 19, 2021

Description:

The Town Board of the Town of Pendleton is soliciting applicants for the part-time position of Building Inspector and Code Enforcement Officer. The part-time Building Inspector and Code Enforcement Officer reports to the full-time Building Inspector and works under his or her direction, performing the job as outlined in the attached Civil Service job description. Any required training will be arranged and paid for by the Town of Pendleton. Applicants who do not meet the minimum requirements outlined in the attached Civil Service job description may be considered.

How to Apply:

Call or visit the Town Clerk's Office for an application. All applications must include a current resume.

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE FULL-TIME NON-COMPETITIVE PART-TIME FOR TOWNS/VILLAGES
APPROVED: JULY 29, 2021

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Makes inspections of the repair and construction of buildings for compliance with the requirements of state and municipal building codes and enforces ordinances assigned. The work involves responsibility for the review and approval of plans and specifications submitted with applications for building permits and for the inspection of buildings in compliance with building laws and rules. The incumbent also swears out warrants for enforcement of ordinance and/or zoning violations assigned to this position. The position entails a high degree of responsibility since errors in judgment might endanger the lives and property of the town's inhabitants. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. The incumbent may serve as a department head for a municipality. Does related work as required.

TYPICAL WORK ACTIVITIES (MAY VARY BASED ON ASSIGNED MUNICIPALITY):

1. Reviews and approves plans and specifications submitted with permit applications for compliance with building codes and regulations;
2. Explains the requirements of the state and municipal building codes to contractors and the general public;
3. Interprets the zoning ordinance and issues all building permits and certificates of occupancy;
4. Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings and wall sizes are met;
5. Inspects existing buildings and structures and notes general condition and safety for continued use;
6. Orders corrections and improvements;
7. Issues condemnation notices to owners and builders of improper or hazardous structures;
8. Investigates complaints and assists in prosecuting cases of violations of the building codes and other ordinances assigned;
9. Maintains records and issues reports of building and inspection activities;
10. When designated as municipal Stormwater Management Officer, performs the following:
 - a. Reviews municipal projects and construction plans for stormwater issues to ensure regulatory compliance;
 - b. Conducts and supervises field inspectors for compliance with stormwater requirements;
 - c. Investigates complaints and incidents of illicit discharge and water retention issues;
 - d. Documents municipality's compliance with stormwater management guidelines and prepares the annual report;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, materials, and tools used in building construction; thorough knowledge of state and local building codes and ordinances; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; ability to establish and maintain cooperative relationships with other public officials, with building contractors, and with the general public; ability to read and interpret plans and specifications; ability to maintain records and prepare reports; firmness with courtesy; tact; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following-

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in mechanical or construction technology or closely related field and one (1) year of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in mechanical or construction technology or closely related field and three (3) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
3. Graduation from high school or possession of an equivalency diploma and five (5) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
4. An equivalent combination of education and experience.

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BUILDING INSPECTOR CONTINUED

NOTE FOR PART-TIME POSITIONS ONLY:

Possession of a valid New York State Code Enforcement Officer certification may be used to waive the experience requirement.

NOTE: Part-time experience will be pro-rated towards meeting the experience requirements.

SPECIAL REQUIREMENT:

Employees must complete the initial NYS required courses designed for building inspection and code enforcement personnel within eighteen (18) months of appointment and must complete annual in-service training to maintain certification.

SPECIAL REQUIREMENTS FOR TOWNS ONLY: (Ref: MSD-CL-32-73 Public Officers Law Section 3)

1. U.S. Citizen;
2. Resident of municipality in which he/she serves with the exceptions of the Town of Cambria per Section 23.25 of Town Law and Section 3.59 of Public Officers Law and the Town of Wheatfield per Section 23.28 of Town Law and Section 3.62 of Public Officers Law.
3. Not been convicted of violation of the selective draft of the United States.

SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT OFFICER:

Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.

SPECIAL NOTE FOR VILLAGES ONLY: Village Law 4-404 defines Village Building Inspector as a Village Employee. The above special requirements for Public Officer would not apply. Village Law 4-406, 2(f) allows the Village Board the option of declaring the Village Building Inspector a Public Officer. If this option is used, the above Special Requirements for Public Officer would apply.

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 26, 2018

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The proper performance of this work is very important to the health and safety of the community. The work is performed under the direct supervision of the Building Inspector with latitude permitted for the exercise of independent judgment in performing assigned duties. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Inspects, as necessary, buildings and structures for compliance with the state property maintenance code;
2. Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
3. Prepares a variety of reports relevant to code enforcement activities for the municipal government;
4. Explains to the general public and contractors, the State Housing Maintenance Code, multiple residence law and all other applicable laws and local ordinances;
5. Investigates complaints and assists in the prosecution of code and/or ordinance violators;
6. Prepares and serves notices to property owners for violations or ordinances;
7. Assists, when necessary, the Building Inspector in the performance of his/her duties.
8. When designated as municipal Stormwater Management Officer, performs the following:
 - a. Reviews municipal projects and construction plans for stormwater issues to ensure regulatory compliance;
 - b. Conducts and supervises field inspectors for compliance with stormwater requirements;
 - c. Investigates complaints and incidents of illicit discharge and water retention issues;
 - d. Documents municipality's compliance with stormwater management guidelines and prepares the annual report.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the New York State Uniform Fire Prevention and Building Code, multiple residency law and local building codes and ordinances; good knowledge of the principles and methods of fire prevention; good knowledge of the legal procedures used in enforcement of the codes; good knowledge of the principles and methods of field inspection; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; ability to read and interpret blueprints, surveys, maps, plans, and specifications; ability to inspect structures to determine their condition; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to be firm but courteous; physical condition commensurate with the demands of the position.

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CODE ENFORCEMENT OFFICER CONTINUED

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in mechanical or construction technology or closely related field **and** three (3) years of full-time paid experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and/or compliance with codes; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** five (5) years of experience as defined in (1).

SPECIAL REQUIREMENT:

1. It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Employees must complete the training requirements after appointment within the following timeframes:

Employee working less than 10 hours per week - 36 months

Employee working 10 - 20 hours per week - 24 months

Employee working over 20 hours per week – 18 months

2. Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job at time of appointment and for the duration of employment.

SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT

OFFICER: Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.