

VILLAGE OF
FAIRPORT
on the Erie Canal

WE ARE A PROGRESSIVE ORGANIZATION
LOOKING FOR OUR NEXT...

Code Enforcement Officer Building Inspector/Fire Marshal

QUALIFICATIONS :

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**BUILDING
INSPECTION**

**SUBMIT YOUR
COVER LETTER
AND RESUME
IMMEDIATELY**

**POSITION OPEN
UNTIL FILLED**



CONTACT US

TEL : 585-421-3201

BLW@FAIRPORTNY.COM

WWW.FAIRPORTNY.COM

JOIN OUR TEAM!

- Interested in joining one of the best Village's in NYS?
- Do you want to join a team that is motivated and driven?
- Do you want an opportunity to manage large projects and see your efforts in real time?

THIS IS WHAT WE OFFER YOU!



Code Enforcement Officer Building Inspector Fire Marshal

The Village of Fairport (population 5,500) is in search of a dynamic and customer service-oriented leader to join our team and become our next Code Enforcement Officer / Building Inspector / Fire Marshal. The Village of Fairport is a mature and progressive community located in Monroe County, New York, approximately eleven (11) miles southeast of downtown Rochester. The Village is surrounded by the Town of Perinton and is adjacent to the neighboring municipalities of Penfield to the North, Pittsford to the West, Egypt and Macedon to the east, and Victor to the South. The Village provides a full range of municipal services including police, fire and municipal electric. The Village of Fairport General Fund has a budget of \$7 million and approximately 60 employees. Fairport Electric operates a budget of \$30 million with approximately 30 employees. The electric service area consists of the Village of Fairport and the surrounding Town of Perinton and has over 18,000 residential and commercial customers accounts.

Position Responsibilities

This position serves as the Village's Code Enforcement Officer / Building Inspector and Fire Marshal and is a Monroe County civil service position. The successful candidate must take and pass a provisional civil service exam administered within one year of hire unless a lateral transfer is facilitated from another municipality. The position will be responsible for reviewing construction and engineering plans and specifications for compliance with building codes, zoning ordinances, and all applicable laws; inspect buildings and structures under construction, renovation or repair; issue building permits and certificates of occupancy; investigate complaints and violations of building code; attend and participate in various Planning, Zoning and Historic Preservation meetings; and maintain accurate and competent records and reporting systems of all Village owned parcels and projects.

Position Requirements

The Village of Fairport is seeking an experienced and professional building inspector who possesses the following **MINIMUM QUALIFICATIONS**:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Completion of eight (8) college level courses in building construction, building technology, architecture, civil engineering, or a similar discipline; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, plumbing installation work, or one of the building trades that involved the use and application of building plans and specifications; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) semester credit hours with major work in Civil Engineering or Architecture, plus one (1) year of experience as described in (B) or two (2) years of experience as described in (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- (F) Any equivalent combination of training and experience as defined by the limits of above.

*Certification as a New York State Certified Code Enforcement Official is mandatory.

The successful candidate will have exceptional interpersonal skills with the ability to interact and socialize with the public, engineers, project managers, etc. Must have demonstrated experience in participatory and collaborative work environments and must be able to effectively communicate and delegate while working in a team environment. This position is a key member of our management team and will be engaged and contribute to the overall direction of the Village. Candidate must also mentor, cross-train and promote his/her peers and colleagues to maximize the full potential of the work group. Customer service is the number one priority with a focus on internal and external customers equally. Individuals with a good sense of humor and social skills will be most successful in this work environment.

Compensation

The starting salary range is \$65K-\$85K depending upon qualifications and experience. The Village offers ample holiday, vacation, sick and personal time off in addition to extremely competitive health and dental insurance along with participation in the NYS Retirement System.

Applying and Questions

All interested parties shall immediately submit a cover letter and resume to Bryan L. White, Village Manager at blw@fairportny.com. Position remains open until filled, however are encouraged to apply by Friday, February 3, 2023.

Please direct all questions to the Village Manager. You may contact him at 585-421-3201 should you require additional information or would like to discuss the position further. We are more than happy to answer any questions you may have. On behalf of the Village of Fairport, we look forward to you joining our team.

Code Enforcement Officer Successful Attributes of the Position

KNOWLEDGE:

- *Basic computer operations: must have working knowledge of outlook, word, excel, familiarity with Code Enforcement Software is favorable.*
- *Working knowledge of NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.*
- *General knowledge of Uniform Code common referenced standards: NEC, A117, etc.*
- *Thorough knowledge of construction practices and techniques*
- *Thorough knowledge of building elements & nomenclature, types of construction, soil types & attributes, and impact of weather/temperature on construction activities and materials.*
- *General knowledge of structural design with ability to determine load paths.*
- *General knowledge of foundation design, reinforcement, installation, and materials.*
- *General knowledge of types of framing, principles of framing and framing materials.*
- *General knowledge of plumbing system design, function, and installation.*
- *General knowledge of energy conservation measures in construction and alternate compliance paths.*
- *General knowledge of HVAC system function/operation and installation.*
- *General knowledge of fire detection and suppression systems, individual components, and appropriate applications.*
- *General understanding of commercial and residential electrical systems.*

- *Working knowledge of construction safety protocols.*
- *General knowledge of zoning & land use.*
- *General understanding of SWPPP protocols and reporting standards.*
- *General knowledge of municipal floodplain administration, reading & interpreting flood maps, and flood zone designations.*
- *General understanding of historic preservation and landmark designations and its impact on development.*

SKILLS:

- *Effective communicator – able to successfully convey complex information regardless of recipient’s skillset*
- *Critical thinker – able to identify “out of the box” solutions*
- *Ability to de-escalate contentious situations*
- *Advanced ability to access, read, and interpret construction documents, Uniform & local codes, referenced standards, scientific or technical reports, maps, instrument surveys, and legal documents.*
- *Able to evaluate, in detail, construction documents for compliance with Uniform and local codes.*
- *Possess thorough comprehension of inspection principles and practices.*
- *Able to extrapolate data from Uniform and local codes based on intent and purpose to formulate interpretations.*
- *Working experience as a construction tradesperson.*
- *Masonry, rough carpentry and/or rough plumbing preferred.*

ABILITIES:

- *Safety driven.*
- *Friendly.*
- *Community minded.*
- *Customer service oriented.*
- *Desire to serve our residents and business owners.*
- *Eager to coach, teach & train on the spot to resolve Uniform/Local Code deficiencies.*
- *Drive to continually grow knowledge base and keep abreast of new processes, materials, and techniques.*
- *Having an eye for detail.*
- *Possesses and promote integrity in every aspect of your performance.*
- *Confidence to stand by code interpretations in the face of opposition.*
- *Firmness and tact in communication while enforcing codes.*
- *Makes clear decisions without emotional influences.*
- *Desire to contribute toward common goal.*
- *Ability to collaborate with a team & foster positive team relationships.*