

CODE COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Further responsibilities include on-site inspections of residential, commercial and industrial construction for the purpose of tracking compliance from project beginning through occupancy. Employees in this position will be required to pursue violations of the Zoning Code, Sign Code, Freshwater Wetlands Law, Transient Merchant Peddlers and Solicitors Law, and Subdivision regulations through established enforcement procedures. The employees in this position may assist the building inspectors in the enforcement of the Town Junkyard Law, Garbage, Rubbish and Refuse Law, and Mobile Homes Law. Employees in this position shall be familiar with the NYS DEC SPDES Program including the inspection and record keeping requirements of the same. The position involves frequent exercise of independent judgment and performs complex functions in fulfillment of responsibilities and duties. The work is performed under the supervision of the Director of Planning/Zoning and Code Compliance.-

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews plans and reports submitted in regard to decisions on site plans, subdivision plats and/or variances as issued by the Planning Board and/or Zoning Board of Appeals;
- Responds to complaints relating to potential violations of the Zoning Code, Sign Code, Subdivision Regulations, Freshwater Wetlands Law, Transient Merchant Peddlers and Solicitors Law, Planning Board approved site plans, subdivisions, and/or variances as approved by the Zoning Board of Appeals, NYS SPDES Program;
- Pursues verified violations of the Zoning Code, Subdivision Regulations, Sign Code, Freshwater Wetlands Law, Transient Merchant Peddlers and Solicitors Law, Planning Board approved site plans, subdivision and/or variances as approved by the Zoning Board of Appeals through established enforcement procedures, NYS SPDES Program;
- Inspects projects under construction that have received Town Board, Planning Board and/or Zoning Board of Appeals review and approval;
- Coordinates enforcement and inspection responsibilities with the Zoning Administrator and building inspectors; Works with planners to effectively coordinate enforcement and inspection responsibilities;
- Assists planners, as needed, in project review prior to review by Town Board, Planning Board and/or Zoning Board of Appeals;
- Coordinate with other members of the department to develop effective enforcement and inspection procedures for review and approval by the Director of Planning/Zoning and Code Compliance.
- Explains provisions of the local codes to contractors and the general public;
- Performs other departmental work as assigned by the Director of Planning/Zoning and Code Compliance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Practical experience with zoning, subdivision regulations and land use regulations in general;
- Working knowledge of planning and engineering principles relating to site development, layout, stormwater drainage, road design, and landscaping;
- Ability to establish and maintain cooperative relationships with other staff members as well as members of the Town Board, Planning Board, Zoning Board and the general public;
- Ability to read and interpret plans and specifications;
- Proven ability to competently perform assigned duties associated with the position.
- Preferred: Proficiency in the NYS SPDES Program.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree and three (3) years of experience in zoning, code enforcement, and construction related compliance; or
- B) Associate's degree and five (5) years of experience as outlined in (a) above; or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of related experience as outlined in (a) above.

SALARY: \$65,000 - \$70,000 contingent on expertise and experience

RESIDENCY: Residence in Warren, Saratoga, Washington, Hamilton or Essex County

POSITION START DATE: Anticipated start in early Fall

INTERESTED APPLICANTS:

- Go to our website: queensburyny.gov for a detailed job description
- Download and complete TOQ application
- Send application, cover letter and resume to: Craig Brown, Director of Planning, Zoning & Code Compliance:
craigb@queensburyny.gov