

DIRECTOR OF BUILDING, CODE ENFORCEMENT AND LAND USE ADMINISTRATION  
(TOWN AND VILLAGE OF MAMARONECK)

GENERAL STATEMENT OF DUTIES: Directs the activities of the Building Department including code enforcement; has administrative responsibility for Zoning Board of Appeals, Planning Board, Board of Architectural Review, and Tree Commission; administers Wetlands rules and regulations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Administrator or Village Manager, an incumbent of this position is responsible for the coordination of all planning, zoning, and land use related activities from inception to completion. The incumbent assumes administrative responsibility for the Building Department including the review and approval of all plans and specifications submitted for building and plumbing permit applications and inspections of buildings under construction and/or renovation to insure compliance with building codes, zoning ordinances, Wetlands rules, etc. As a department head, the incumbent exercises administrative responsibility, including staffing and budget preparation, over the Building Department, Zoning Board of Appeals, Planning Board and the Board of Architectural Review. Supervision is exercised over technical and clerical personnel involved in building department, code enforcement, and planning and zoning functions.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operations of the local building department;

Receives and reviews Planning Board applications for proposed subdivisions, site plans, and special permits;

Makes recommendations on applications based on a thorough review of data and submits written or oral reports to the Planning and/or Zoning Board;

Serves as liaison to the municipality's Engineering and Planning consultants;

Receives and reviews applications for zoning variances, coordinates departmental responses and follow through on applications/approval;

Coordinates a review and inspection of construction to meet compliance with various codes and ordinances including building, wetlands, and State and Federal codes;

Facilitates and expedites the municipality's response to development proposals and makes field investigations relating to projects in progress;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reviews and approves/rejects plans and specifications submitted with building and plumbing permit applications for compliance with building codes, zoning ordinances and other applicable laws;

Responsible for the inspection of buildings in the process of construction or renovation for compliance with approved plans and specifications;

Responsible for the issuance of building and plumbing permits and certificates of occupancy upon completion of project;

Supervises the investigation of complaints and assists in prosecuting violations of the building code, zoning ordinances, fire codes and other pertinent community laws;

Prepares budgets for the Building Department, Zoning Board, Planning Board and Architectural Board of Review;

Supervises the work of technical, clerical staff, code enforcement officers, and fire inspectors.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of zoning and subdivision principles, practices and regulations; thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building codes and zoning ordinances; good knowledge of the New York State multiple residence law; good knowledge of the building trades; ability to analyze and interpret planning data and to present such data in oral and written form; 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, maps, and specifications; ability to supervise and coordinate the work of others; honesty; thoroughness; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) five (5) years of experience as a municipal building inspector or building and plumbing inspector; or (b) six (6) years of experience as a municipal assistant building inspector or assistant building and plumbing inspector including or supplemented by one year of experience in a supervisory capacity; or (c) six (6) years of experience as a general contractor or clerk of the works including or supplemented by one year of experience in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.

NOTE: Depending upon the scope of authority vested in this position by the appointing jurisdiction, appointees may be required to meet the requirements of the Public Officers Law.

Town of Mamaroneck  
Village of Mamaroneck

J. C.: Competitive

(1)a

Job Class Code: 0527

**Comment:** Revised: 09/09/03  
JR11