

SUPERINTENDENT OF PUBLIC WORKS/BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Following the general policies set by the Municipal Board or chief administrative officer, the incumbent of this position has responsible charge over the activities of both the Public Works and Building departments. In a Town, this position may also be responsible for all duties of the office of the Town Superintendent of Highways. Incumbent is responsible for planning and overseeing the operations and activities of the Public Works department, including, but not limited to, the maintenance and repair of streets and roads; the maintenance and repair of municipal buildings, parks and grounds, catch basins, curbs, and culverts; snow removal; refuse collection and the use and care of related equipment. In addition, the incumbent assumes the administrative responsibility for the Building department, including the review and approval of plans and specifications submitted for building and plumbing permit applications, the supervision of the inspection or the actual inspection, as needed or directed, of buildings under construction or renovation to ensure compliance with applicable building and zoning codes and local ordinances. General and/or direct supervision is exercised over the foreman and public works crews, personnel assigned to building inspection and enforcement activities, and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and oversees the operation and activities of the Public Works and Building departments;

Confers with Town Supervisor, Village Mayor or chief administrative officer to determine priorities, discuss problems and report on status of various public work projects and activities;

Plans, prioritizes and assigns work to effectively and efficiently allocate staff and material resources;

Meets daily with subordinate supervisors in the public works department to set priorities for the day, checks with subordinate during the day on progress of daily activities;

Directs and oversees the maintenance, construction, repair and cleaning of town streets and roads, including snow removal, drainage, street lighting and traffic signage;

Directs and oversees the maintenance, construction and repair of catch basins, curbs, culverts, storm drains, etc.;

Directs and oversees the maintenance and repair of municipal buildings, parks, grounds, and structures;

Directs and oversees refuse collection and snow removal operations;

Directs and oversees the operation and maintenance of various types of automotive/motorized equipment such as trucks, rollers, snow plows, bulldozers, etc;

Coordinates the activities of the department with the work of other municipal departments and agencies;

Inspects streets, buildings, grounds, structures and equipment and makes recommendations as to necessary construction, repair and/or replacement of such facilities;

Authorizes or issues permits for street openings and sidewalk, curb, and gutter construction to private contractors;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Plans and prepares departmental budget, including operations, maintenance, equipment repair and replacement, and maintains control over expenditures;

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building codes, zoning ordinances and applicable laws prior to issuing permits; refers denied applicants to Planning, Zoning or Architectural Review Board, as needed and appropriate;

Explains the requirements of the local building code, the local zoning ordinances, the NYS multiple residence law and other applicable ordinances to building contractors and to the public;

Supervises and oversees the work of the Assistant Building Inspector; accompanies the Assistant Building Inspector on the more complex projects; performs building inspections, as needed or directed;

Investigates complaints and assists in prosecuting violations of the building codes and zoning ordinances;

Works with municipal Attorney on violations referred for court action; prepares accusatory instrument; provides the specifics of the violation and makes court appearances, as necessary;

Prepares and issues monthly reports to supervisor on department operations and activities;

Signs off on recommendations for certificates of occupancy;

Attends meetings of the Planning, Zoning and Architectural Review Boards and the Town or Village Board, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, tools, equipment and terminology used in the maintenance and repair of streets, and various municipal structures; good knowledge of the principles of organization and management of a public works unit; thorough knowledge of the requirements of the local building code and zoning ordinances and the NYS multiple residence law; good knowledge of the practices, principles, materials, tools used in the building trades and construction; ability to read and interpret plans and specifications, ability to establish and maintain cooperative relationships with municipal officials and administrators, building contractors, architects, engineers and the general public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications software; ability to supervise and coordinate the work of others; ability to be firm but courteous; initiative, resourcefulness; good judgement; tact; honesty; reliability; 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 (a) six (6) years of experience in construction and/or maintenance work, at least two (2) years of which must have been at a managerial or supervisory level, that included work on public works projects such as construction, maintenance, highways, equipment and sanitation; and (b) proof of active status as a certified code enforcement official pursuant to Title 19 of NYCRR Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.1(b) or 1208-5.4†.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Engineering, Architecture, Construction, Civil or Mechanical Technology may be substituted for up to four (4) years of the above described work experience. There is no substitution for the two years of experience in construction and/or maintenance work at a managerial or supervisory level.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.
2. Possession of a valid license to operate a motor vehicle in New York State at time of appointment. It is the responsibility of the appointing authority to ensure that the candidate possesses a valid driver's license issued by the New York State Department of Motor Vehicles appropriate to the type of vehicle operated throughout the course of employment.