

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: BUILDING AND LAND USE OFFICER (V. OF TUXEDO PARK)

TITLE #: 1862

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for the inspection of construction and repair of buildings and structures and for enforcing the provisions of the local building, residence and zoning ordinance and the Multiple Residence Law and for reviewing and approving all plans and specifications submitted with applications for local building permits and for inspecting buildings. The position is also responsible for coordinating the activities of the Board of Architectural Review, the Planning Board and the Board of Zoning Appeals, coordinating municipal projects, and coordinating projects related to land, water and sewer usage. Incumbent has frequent contact with the public, other agencies and professionals such as engineers, developers and attorneys. Responsibilities involve the exercise of independent judgment and a working knowledge of specific laws, regulations, procedures and policies and practices related to historic preservation. Works under the general direction of the local legislative body or top administrative officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Guides applicants through the building permit process and reviews, checks and approves plans and specifications submitted with building applications for compliance with building code, zoning code and applicable laws prior to issuing permits;

Works with the Board of Architectural Review, Planning Board and the Board of Zoning Appeals and the permit applicants to maintain historic architectural elements in keeping with the municipality's National Register of Historic Places designation;

Prepares agendas, schedules, coordinates, and attends meetings of the Board of Architectural Review, Planning Board, and Board of Zoning Appeals;

Assists applicants to assure submission of properly completed forms, plans, and Environmental Impact Statements for review by the Village Boards;

Issues building permits, performs safety inspections, and issues Certificate of Occupancy;

Performs inspections during construction or repairs for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Responds to questions and complaints from the public;

Patrols municipality by foot or automobile and notes violations of local codes and ordinances such as litter, noise, peddling, dumping, garbage, snow and ice removal;

Investigates verbal and written complaints referred by public or other agencies regarding violations of local codes and ordinances;

Issues notices of violations, appearance tickets, and/or Stop Work Orders to violators when sufficient evidence exists; Follows up on violations to assure correction by responsible party; Testifies in local court in cases where violations are contested;

Corresponds and meets with property owners regarding violations of local code, ordinances, laws and time allowed for correction/compliance;

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Performs inspection of municipal owned buildings and grounds; prepares reports of inspections made and violations found;

Schedules repairs in keeping with the original historical elements of the buildings;

Recommends upgrades to reduce operating costs and to improve reliability to infrastructure and mechanical systems;

Assists in preparation of RFP and bids for municipal projects;

Develops and refines plans for municipal projects applying historical data;

Coordinates infrastructure projects with the municipal Department of Public Works and with contractors doing municipal projects and provides oversight with respect to execution;

Works with Federal, State, County and other agencies in regard to land use, zoning, and development;

Researches need and sources of funding for municipal projects and infrastructure improvements;

Assesses services provided by utilities and other providers and advises on and arranges for potential improvements and needed repairs;

Compiles statistics and prepares reports as required;

Prepares correspondence using computer applications such as word processing, spreadsheets, calendar and e-mail.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code, zoning code, and ordinances; good knowledge of the building trades; ability to prepare reports; ability to enforce local codes and ordinances with tact and impartiality initiative; good powers of observation; good knowledge of the principals of engineering and architecture; good knowledge of the New York State Uniform Fire Prevention and Building and Residential Codes; working knowledge of soils, the erosion process, small watershed hydrology, hydraulics of basic water control structures, sedimentation process, principles of erosion and sediment control, construction practices, construction inspection, and field investigation reports; 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 be firm but courteous; good knowledge of office procedures, terminology and equipment; good computer skills including knowledge of word processing and spreadsheets; good accounting skills and knowledge of business arithmetic and accounting procedures; ability to prepare letters and reports; ability to work independently; ability to understand and carry out oral and written directions; ability to get along with others as well as establishing and maintaining cooperation and understanding amount various parties; accuracy; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Bachelor's Degree or higher and one (1) year of experience in municipal or governmental code enforcement or building inspection activities; OR
- B. 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 or higher three (3) years of experience as outlined in (A) above.

SPECIAL REQUIREMENTS:

- 1) Must possess and maintain a New York State Code Enforcement Training Certificate.
- 2) Must possess and maintain a Certification of Training in Erosion & Sediment Control Practice.
- 3) Must possess and maintain a valid driver's license.

NOTE: It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in Part 434, Title 19 of New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that part as well as required annual in-service training.

JURISDICTIONAL CLASSIFICATION: Competitive

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