

**DEPUTY COMMISSIONER OF PUBLIC WORKS-CODES & ORDINANCES  
(Town of Union)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner of Public Works the incumbent administers, enforces and ensures compliance with all the provisions of laws, ordinances and regulations applicable to the construction, alteration, repair, removal and demolition of buildings and structures in the Town of Union . This position has authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. Supervision is exercised over the Senior Building & Code Inspectors, Building & Code Inspectors, and clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises the operation of the municipal building division of the Department of Public Works;

Develops departmental procedure, practices and policies for carrying out the responsibilities of the municipal building department;

Supervises inspections of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Supervises inspections of existing buildings and structures to insure their conformity with safety standards;

Supervises issuance of building permits and the furnishing of prescribed certificates of occupancy upon application;

Explains the requirements of the applicable building codes, zoning ordinances and laws to building contractors and to the general public;

Orders unsafe, illegal or dangerous conditions during building construction and in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;

Sets deadlines for corrective action and follows up on the compliance of these requirements;

Maintains records of investigations, acts and decisions;

Investigates construction and renovation requests and determines their impact on the community;

Discusses activities, problems and potential problems with contractors, business representatives, community groups and the general public;

Recommends changes regarding department policies and programs to the Commissioner of Public Works;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body;

Reviews issued building permits;

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Supervises the work of Dog Control Officers to ensure safety to themselves and others, as well as the animals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, New York State Municipal Residence Law and the building codes and zoning ordinances of the jurisdiction;

Thorough knowledge of modern practices, principles, materials and tools used in building trades and construction;

Thorough knowledge of the principles and methods of field inspection;

Good knowledge of the structural and mechanical components of buildings and structures;

Good knowledge of supervisory methods and techniques;

Working knowledge of the legal procedures used in enforcement of laws, codes and ordinances;

Working knowledge of the principles of engineering, architecture and planning;

Working knowledge of the geography of the jurisdiction;

Skill in reading and interpreting building construction plans and specifications and to recognize deviations from such plans in the actual construction;

Skill in recognizing instances of code and building violations and prescribing corrective measures;

Ability to establish and maintain cooperative relationships with other public officials, engineers, architects, building contractors, building owners and with the general public;

Ability to impartially enforce codes, laws, regulations and ordinances with firmness and tact;

Ability to record, analyze, organize and maintain data and prepare records and reports;

Ability to communicate effectively both orally and in writing;

Ability to plan, organize, assign and review the work of others;

Good powers of observation;

Good judgment;

Tact;

Accuracy;

Initiative;

Integrity;

Dependability;

Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in construction technology, engineering, architecture, planning or closely related field, and four years experience in building construction work and/or as a municipal building inspector and/or code enforcement officer, two of which must

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have included supervisory responsibilities; OR

- B) Graduation from a regionally accredited or New York State registered college with an associates degree in construction technology, civil engineering or related field and six years of experience indicated in A) above, two of which must have included supervisory responsibilities; OR
- C) An equivalent combination of training and experience within the limits of A)and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: The incumbent is required to possess and maintain a current New York State Code Enforcement Certification as issued by the New York State Firefighting and Code Enforcement Personnel Standards and Education Commission.