

JOB OPENING

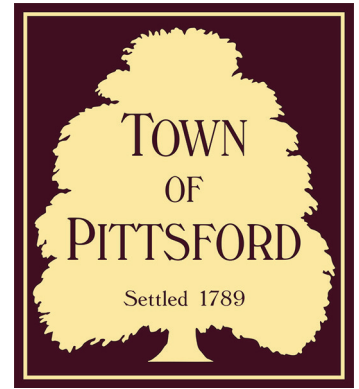
Department of Public Works

Position: **Building Inspector**

(Full-Time)

Posted: April 15, 2021

Deadline: May 10, 2021



The Town of Pittsford has an opening for the position listed above.

This is a thirty five hour per week position which reports to the Director of Planning and Zoning.

This position is responsible for the administration and enforcement of NYS codes related to building and property maintenance in the Town of Pittsford. The Building Inspector performs, and/or supervises Assistant Inspectors, in the plan review, issuance and inspection process of commercial and residential projects. This position requires the candidate to have the ability to read and interpret NYS code, construction drawings and specifications pertaining to each project. The applicant should be proficient in the practices and principles of building construction, and the basic principles of engineering and architecture.

The Building Inspector serves as the liaison to the Zoning Board of Appeals as well as the Design Review and Historic Preservation Board and attends evening meetings as part of their duties in addition to their standard work week. The applicant assists in maintenance of and reporting on records pertaining to departmental operations.

This position requires the candidate to work with both residents and several departments within Town. Strong communication skills and ability to multi-task/prioritize are essential to the success of this position. Familiarity with Microsoft Office and use of task specific computer programs is required.

Candidate must possess a valid NYS Driver's License.

Salary is commensurate with experience.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER:
A) Five (5) years paid full time or its part time equivalent experience in building construction, building inspection, or one of the building trades; Candidates who do not have a current New York State Basic Code Enforcement Certificate will have one year from the date of hire to complete the necessary training and classes, OR
B) Possession of a current New York State Basic Code Enforcement Training Certificate indicating successful completion of the New York State Basic Code Enforcement Program.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)