



**BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER
VILLAGE OF BROCKPORT, NEW YORK**

The Village of Brockport seeks qualified individual for Building Inspector / Code Enforcement Officer.

This position is full time 40 hours per week including occasional evening meetings of the Village Board, Planning Board, Zoning Board of Appeals, Code Review Committee, and Housing Task Force.

This position is Civil Service competitive: title Building Inspector. The applicant must be reachable on the "Certification of Eligibles" list for Monroe County. The Village can hire an eligible lateral transfer applicant.

Must possess current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program. Download job specifications with detailed minimum qualifications from this document: <http://www.brockportny.org/files/buildinginspector.pdf>.

Public sector/municipal experience is preferred. Position demands a thorough knowledge of NYS Uniform Code. An applicant should be familiar with Brockport Village Code at the time of interview and will be required to become thoroughly knowledgeable of Brockport Village Code at start of position.

This full-time position inspects and enforces all property maintenance and zoning laws and ordinances in the Village. The position is expected to inspect sites for code compliance, document any violations, and attend Administrative/Court Hearings as needed. The position is expected to interact with residents, contractors, and co-workers in verbal and written form in a professional manner.

An applicant must have excellent interpersonal skills and be able to interact positively but fairly, firmly, and consistently with people displaying a range of attitudes about code enforcement. An applicant must have a strong sense of ethics. The successful candidate will possess the following characteristics and abilities: excellent attention to detail, ability to communicate well, make appropriate decisions using sound judgment, ability to establish and maintain effective working relationships with co-workers and stakeholders, ability to work outside in various environmental conditions, and ability to write reports, memoranda, directives, and letters. Familiarity with Microsoft Office (Excel and Word) is necessary. Knowledge of the Integrated Property System, also known as IPS, is not required but is desirable.

The position is assisted by a full-time Clerk and a part-time Building Inspector/Code Enforcement Officer.

The Village of Brockport has a population of ~8,300, with ~1,769 parcels, covering 2.2 square miles, in the County of Monroe, New York. Brockport is home of SUNY Brockport with ~8,200 students. Brockport has a high percentage of rentals interspersed among single family owner-occupied homes, commercial properties and a modest amount of new construction.

Salary: Determined and based on experience.

If you meet the qualifications, download an employment application from www.brockportny.org (found in Forms and Applications of Quick Links. Send a cover letter and resume with completed employment application by email to Imorelli@brockportny.org or by mail to Village of Brockport, Attention: Village Clerk, 127 Main Street, Brockport, NY 14420.

Application deadline: Noon, Thursday, August 30, 2018.

Leslie Ann Morelli
Brockport Village Clerk

Dated: 7/31/18

This notice is for publication in Suburban News and Democrat and Chronicle as well as posting on Village website and at Village Hall. Also, notification of Monroe County Department of Human Resources (Civil Service) and those on Certification of Eligibles list for Building Inspector. Also, publication on zipRecruiter.com, glassdoor.com and FLBOA.com.

Help Wanted: BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER. The Village of Brockport, New York seeks a qualified individual for Building Inspector / Code Enforcement Officer. This is a full-time position and is Civil Service competitive. Must possess current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program. If you are interested in this position, please see the complete job description at:

www.brockportny.org/departments-services/employment-opportunities

BUILDING INSPECTOR

Code No. 6-02-003
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, directing and supervising the activities of the Building Department in a town or village, or conducting building inspection activities in a Monroe County department. The Building Inspector performs or supervises Assistant Inspectors in the inspection of buildings, issuance of building permits, and enforcement of State and municipal building codes. The employee reports directly to and works under the general direction of the Town Supervisor or other higher-level staff member, with wide leeway allowed in the exercise of independent judgement. General supervision is exercised over clerical and technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs independently or supervises Assistant Inspectors in the following:

Reviews plans and specifications for compliance with building codes, zoning ordinances, and applicable laws;

Inspects buildings and structures under construction, renovation or repair, for conformance with previously approved plans and specifications;

Issues building permits and furnishes certificates of occupancy;

Explains to building contractors, property owners, architects, engineers, attorneys and the general public the requirements of the local building codes, zoning ordinances and the New York State Building Construction codes and other applicable laws;

Attends and participates in meetings of the town board, planning board, zoning board, and/or other boards and agencies handling matters of planning and zoning, and related problems;

Provides for removal or correction of illegal or unsafe construction, and secures necessary safeguards;

Issues condemnation notices for unsafe structures;

Inspects existing buildings for observance of safety standards;

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

Maintains records of operations and decisions of the departments;

Prepares periodic reports on buildings or structures erected or altered, permits issued, fees collected and estimated cost of work covered by such permits;

Obtains permits from other governmental units;

Inspects plumbing;

Investigates sanitation and storm water drainage problems;

Administers the County Housing Improvement Program;

IN CERTAIN JURISDICTIONS work will include conducting periodic inspections of existing structures for conformance to New York State Uniform Fire Prevention and Building Code; citing violations and ordering the remedy of the violations; reviewing plans for new construction for fire code compliance; maintaining related records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and equipment used in building construction; thorough knowledge of the requirements of local building codes and zoning ordinances; good knowledge of building trades; good knowledge of basic principles of engineering and architecture; working knowledge of fire alarm and sprinkler codes; ability to read and apply the New York State Building Construction Code; ability to read and apply New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to maintain records and prepare reports; ability to plan, assign, and evaluate the work of a subordinate staff; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; ability to recognize fire hazards and code violations; initiative; thoroughness; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Completion of eight (8) college level courses in building construction, building technology, architecture, civil engineering or a similar discipline; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, plumbing installation work, or one of the building trades that involved the use and application of building plans and specifications; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) semester credit hours with major work in Civil Engineering or Architecture, plus one (1) year of experience as described in (B) or two (2) years of experience as described in (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- (F) Any equivalent combination of training and experience as defined by the limits of above.

SPECIAL REQUIREMENTS:

Employees not qualifying under option (E) above must successfully complete all five (5) courses of the New York State Code Enforcement Program within the required time specified by the New York State Department of State once appointed.

Employees shall receive a minimum of twenty-four (24) hours of in-service training on an annual basis once appointed.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 6, 1980

REVISED: December 16, 1983

REVISED: September 9, 1999



Department of Human Resources
Monroe County, New York

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

VILLAGE OF BROCKPORT
127 Main Street
Brockport, NY 14420

Employment/Civil Service Exam Application

Rev. 11/2015

Form with sections: For Office Use Only, Position applying for, Name, Mailing Address, Residence Address, and various qualification questions.

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct.

Signature

Date

| | | | | | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Are you a citizen of the United States? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If no, do you have a legal right to work in the U.S.? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have a valid New York State Driver's License? | <input type="checkbox"/> | <input type="checkbox"/> | If yes, what class _____ | | |
| Will you accept part-time work? | <input type="checkbox"/> | <input type="checkbox"/> | Will you accept temporary work? | <input type="checkbox"/> | <input type="checkbox"/> |

License/Certification

Do you have a license, certification, or other authorization to practice a trade or profession? Yes No Is this certification permanent? Yes No

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

Education

Have you received a High School Diploma? Yes No If no, have you received a General Equivalency Diploma (G.E.D.)? Yes No

Check the highest grade completed 8 9 10 11 12

Education above high school level

| Name of School | Location (State) | Course or Major | Credits Completed Sem. Hrs. Qtr. Hrs. | Type of Degree/Certificate Received |
|----------------|------------------|-----------------|--|-------------------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Training

Other training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received:

| Course/Program | Hours |
|----------------|-------|
| _____ | _____ |
| _____ | _____ |

Work Experience

Describe your employment, including military experience, beginning with your current or most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of current or most recent employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Work Experience (continued)

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Starting Date _____ Ending date _____
Month/Day/Year Month/Day/Year

Name & address of employer _____

Salary _____ Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

If you have additional work experience, please copy this page and attach additional sheets as needed. Be sure to include your name and social security number on all attachments. Volunteer experience must be documented by statement of verification from the agency representative regarding number of hours worked per week and activities performed.

Special Arrangements for Examination

If you need special arrangements because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 585-753-1700 or 585-753-1091 (TDD) no later than the last date of filing for this (these) examination(s). Your request must include examination number(s) and title(s) and the type of special arrangements required accompanied by all supporting documentation.

Monroe County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

Application Fee for Examination

If the examination announcement indicates that an application fee is required for the examination(s) for which you are applying, **you must submit the required fee for each separate examination.** The required fee amount for each examination will be listed on the announcement. Enclose a check or money order payable to the Monroe County Director of Finance with this application. **WE DO NOT ACCEPT CASH.**

Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

Application Fee Waiver Request and Certification

Civil Service Law Section 50.5(b): "...fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for support of a household, or are receiving public assistance."

- I am requesting that my application fee(s) be waived in accordance with Section 50.5(b) of the State Civil Service Law for the following reason(s): (check all that apply)
- I am totally unemployed **and** I am primarily responsible for the support of my household. **NOTE: Individuals who can be claimed as a dependent on any other person's tax return ARE NOT eligible for the application fee waiver as head of household.**
 - I am currently eligible for Medicaid
 - I am currently receiving Supplemental Security Income (SSI) payments
 - I am currently receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) Public Assistance Case Number: _____
 - I am currently certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency (e.g. Rochester Works!)
- I am a full-time employee of Monroe County represented by CSEA Local 828, Unit 7400 at pay group 10 or below.
Job title and grade: _____
- I am represented by the Federation of Social Workers. I am employed at group 52 or below or this exam is in my career path.
Job title and grade: _____

All Fee Waiver Requests are Subject to Verification by Submission of Documentation

*****Affirmation*****

I affirm that the information given above is true and correct and that I qualify to receive an application fee waiver for the reasons indicated above. I understand that my claim for an application fee waiver may be investigated and I may be disqualified from the listed civil service examination(s) if I make any false statement regarding my eligibility for application fee waiver.

Candidate's First and Last Name (Please Print)

Candidate's Social Security Number

Candidate's Signature

Date



Department of Human Resources

Monroe County, New York

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

EQUAL EMPLOYMENT OPPORTUNITY
DATA COLLECTION FORM

Completion of this form is voluntary for all applicants for positions within the Monroe County system. The information provided is filed with the County's Equal Employment Opportunity Unit and will be kept confidential. The information is not for selection purpose, but only to assist in the evaluation of the County's efforts relative to the Equal Employment Opportunity Program. Please return this form with your application after completion.

1. Name: _____

Last

First

Middle

2. Position/Exam Title applying for: _____

3. Exam Number (if applicable): _____

4. Race/Ethnicity* (check one only):

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Non Hispanic or Latino) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black or African American (Non Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Asian (Non Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native (Non Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Non Hispanic or Latino) - Persons who identify with two or more racial categories named above.

* The concept of race as used by the U.S. Equal Employment Opportunity Commission does not denote clear-cut scientific definitions of anthropological origins. For the purposes of the required EEO-4 report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".

210 County Office Building * 39 West Main Street * Rochester, NY 14614 * (585) 753-1700 * www.monroecounty.gov

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

