

Village of Lancaster

Supervising Code Enforcement Officer

The Village of Lancaster is accepting applications for the full-time position of Supervising Code Enforcement Officer. Responsibilities will include planning and supervising the operation of local codes and inspection activities; reviewing plans and specifications submitted with permit applications for compliance with building & zoning codes; inspecting buildings and structures for compliance with approved plans and specifications; issuing permits and certificates of occupancy; explaining requirements of local building & zoning codes and NYS Uniform Fire Prevention and Building Code Law to contractors and the general public; inspecting existing buildings and structures to ensure compliance with safety standards; investigating complaints and assisting in prosecuting violations of building and zoning codes; maintaining records of acts and decisions; reporting of permits and code violations to the Village Board; and any other duties as deemed necessary by the Village Board.

Minimum qualifications are as follows: (a) Graduation from regionally accredited college or university with Bachelor's Degree in related field with 3 years of experience. Or (b) Graduation from regionally accredited college or university with Associate's Degree in related field with 5 years of experience, or (c) Graduation from high school or possession of high school equivalency diploma with 7 years of experience in related field, or (d) an equivalent combination of training and experience as defined in (a), (b) , and (c).

Candidate must possess a thorough knowledge of building construction and requirements of local Village codes and NYS Fire Prevention and Building Code and Zoning Code,

fundamental knowledge of the principles of engineering and architecture, ability to inspect properties and enforce provisions of the building and fire prevention codes and Village codes, ability to establish and maintain relationships with other public officials and work with the Village Board and Village departments, ability to communicate with building contractors and the general public, ability to read and interpret plans and specifications, ability to be firm but courteous with honesty, integrity and good judgment, physically capable of performing the essential tasks of this position with or without reasonable accommodations.

All candidates must have successfully completed training as required under Section 159-A of NYS Executive Law for certification of code enforcement personnel.

This person will be hired as a provisional employee in accordance with Civil Service Rules and Regulations. The successful candidate must successfully pass the Civil Service exam for this position with Erie County and score in the top 3 positions on the List of Eligibles in accordance with Civil Service regulations to be appointed to this position on a permanent basis. Please note that this exam is scheduled for January 13, 2024, and applications must be submitted to Erie County by December 6, 2023 to be able to sit for this exam.

Salary will be determined based on experience, and hours will be based on the needs of the Department and Village.

Interested persons may send résumé to: Village of Lancaster Clerk's Office, Attn: Human Resources, 5423 Broadway, Lancaster, NY 14086, or via email to: mstegmeier@lancastervillage.org. Please contact the Village Clerk's office at 683-2105 with any questions.