



INCORPORATED VILLAGE OF GARDEN CITY
Employment Opportunity: Code Enforcement Inspector, Building
Posting Date: September 15, 2023

General Statement of Duties

Performs inspections to enforce various Village ordinances and codes such as, zoning, housing and rehabilitation, refuse, streets and sidewalks, fire prevention and control, and other similar ones; performs related duties, but not limited to as required by the Superintendent of buildings.

Under direct supervision of the superintendent, these duties require the use of independent judgment in making technical decisions and determinations in compliance with building zoning, safety, and all other regulations.

Illustrative Examples of Duties

1. Inspects building construction, alterations, and repairs to determine compliance with all applicable codes and ordinances, health regulations, specifications, adequate workmanship, and proper quality of materials used.
2. Informs dwelling owners or responsible representatives, orally and in writing, of violations, and suggests corrective measures to remove them; reinspects premises and approves corrective actions or reports continued violations. Review and processes applications for building permits to confirm completeness, check accuracy, and or other conformance to governing requirements.
3. Investigates, researches, and inspects properties for zoning variances and compliance with Ordinances.
4. Review records and reports of building and property inspections in order to determine fitness of completed construction for designated use and occupancy in accordance with legal requirements.
5. Prepares reports and maintains accurate records of inspections, violations, reinspection's, and final disposition of cases.
6. Inspects commercial, industrial, residential, and school buildings for compliance with the New York State Uniform Fire Prevention and Building Code.
7. Issues summonses and testifies at trials.
8. Confers with builders, architects and others to explain and interpret building and zoning requirements.
9. Answer phone inquiries regarding application status, scheduling and assisting with general customer services related the department.
10. Performs routine filing and updating for building permit applications to the databases.
11. Performs and not limited to the duties to assistant function to the Superintendent and Assistant Superintendent.

Training and Experience

1. Graduation from high school and two years of satisfactory experience in either
 - a. Building construction work, including experience reading and applying building plans and specifications.
 - b. Inspecting the construction, alteration, or repair of buildings for compliance with codes, ordinances, plans, and specifications. To ensure compliance with applicable laws, codes, and zoning ordinances.
 - c.

NOTE: Completion of one year (30 credits) of education at a regionally accredited or New York State registered college or university may be substituted for experience, as outlined above, on a year-for-year basis up to a maximum of one year, the 30 credits must have included at least 12 credits in either Engineering or Architecture.

Necessary Special Requirement Continuing possession of an appropriate class, valid driver's license issued by the State of New York.

This is a civil service competitive position. Therefore, canvass letters will be sent to the candidates certified from the last exam given by Nassau County Civil Service Commission.

Standard Salary: \$78,683 (\$43.0668/hour)

To apply: Qualified candidates must reply to the canvass letter received. If the candidate did not take the Code Enforcement Inspector exam and wishes to apply submit a letter of interest and resume to Human Resources by email using humanresources@gardencityny.net. The candidate will be contacted if the certified candidate pool is exhausted.