

## **Building and Zoning Administrator**

The City of Rensselaer is seeking applications and resumes for the position of Building and Zoning Administrator. The salary or rate of pay for this position to be determined, and commensurate with education and experience.

Employees in this position are responsible for the administration and enforcement of state and local building codes, zoning laws, subdivision regulations and housing codes for the City. Supervision may be exercised over subordinate inspectors and clerical personnel.

The Building and Zoning Administrator also does related work as required.

### **Typical Work Activities:** (Illustrative Only)

- Reviews for approval and specifications for building construction repair and alteration;
- Inspects buildings under construction for compliance with approved plans and specifications and applicable ordinances and codes;
- Prepares accurate and complete reports of all field inspections;
- Issues building permits and certificates of occupancy;
- May supervise the activities of subordinates engaged in inspection and clerical and clerical duties;
- Cooperates with legal and judicial authorities to ensure that improper conditions are corrected and that appropriate penalties are imposed for violations;
- Maintain permanent records of all transactions and activities including applications received, plans reviewed and approved, permits and certificated issued, fees collected, inspection reports, and notices and orders issues;
- Explains requirements of building codes and zoning laws to contractors and the general public;
- Cooperates with the Planning Commission and the Zoning Board of Appeals in making determinations on requests for subdivision and site plan review, special permits and variances from provisions of the Zoning Law;
- Cooperates and, when necessary, requests assistance from local, state and federal officials concerned with building, housing, and zoning matters.

The position involves thorough knowledge of modern building techniques, materials, and tools; thorough knowledge of local building codes and ordinances; good knowledge of the New York State Multiple Residence Law; Ability to read and understand plans and specifications; ability to inspect structures to determine their condition; Physical condition equal to the demands of the position.

### **Minimum Qualifications:**

1. Graduation from a regionally accredited or New York State registered two or four year college or university with an Associates or Bachelor's degree in engineering, construction, fire prevention, architectural technology, or related field; **or**
2. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the building trades, engineering architecture, building inspection, public health inspection, firefighting or fire inspection.

**Special Requirements:** Upon initial appointment, the incumbent shall have successfully completed a New York State certified basic training program and attend a minimum of 24 hours of approved in-service training each calendar year.

### **Note:**

The selected qualified candidate will be required to take an exam administered by the NYS Department of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title.

Posted: January 31, 2019

The Building and Zoning Administrator is covered under the Teamsters Local 294, affiliated with International Brotherhood of Teamsters collective bargaining agreement. Vacation and other accruals are subject to the collective bargaining agreement.

The City of Rensselaer is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward applications and resumes by **February 20, 2019** to:  
Irene Sorriento – Human Resources Office  
City of Rensselaer - 62 Washington Street, Rensselaer, NY 12144

You may also submit your application and resume by email to  
[irene.sorriento@rensselaerny.gov](mailto:irene.sorriento@rensselaerny.gov)

For additional information regarding the position, you may visit the City of Rensselaer website at:  
[www.rensselaerny.gov/Home.aspx](http://www.rensselaerny.gov/Home.aspx)