

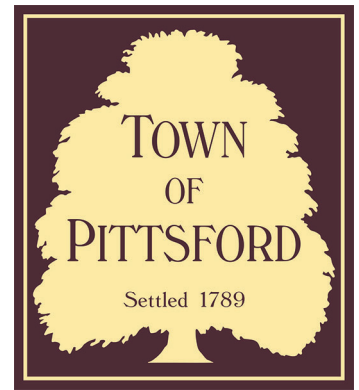
JOB OPENING

Department of Public Works

Position: **Assistant Building Inspector**
(Part-Time)

Posted: June 06, 2024

Deadline: July 05, 2024



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

The Assistant Building Inspector reports to the Fire Marshal. This position is responsible for the administration and enforcement of NYS codes related to building and demolition permits and Certificates of Occupancy. The duties include a review of plans and specifications for compliance with building codes, Zoning ordinances, and applicable laws.

The candidate must perform field inspections, coordinate permit applications, and work with a team of Code Enforcement Officers within the Planning, Zoning and Development department.

The position requires the candidate to have the ability to read and interpret working plans, drawings, and specifications. Requisite for the position is knowledge of the practices and principles of building construction, and the basic principles of engineering and architecture.

Candidate must possess a valid NYS Drivers License. NYS Building Safety Inspector, but must complete NYS Code Enforcement Official within 6 months of employment.

The position is 25 hours per week. The town is open Monday-Friday, 8:00am - 4:00 pm. The hours will be determined by the Fire Marshal. This is an hourly position, with a starting wage of \$26.28/hour.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER:
A) One (1) year paid full time or its part time equivalent experience in building construction, building inspection, or one of the building trades; OR
B) Two (2) 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
C) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Civil Engineering or Architecture; OR
D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above; OR
E) 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 for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

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](#)