

JOB OPENING

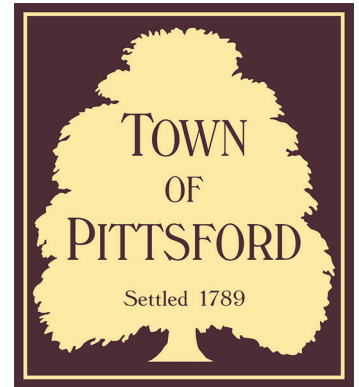
Department of Public Works

Position: **Building Department Assistant**

(Full-Time)

Posted: June 05, 2024

Deadline: July 05, 2024



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

Working directly for the Fire Marshall, the Building Department Assistant is responsible for appropriate legal documentation of Board meetings and providing administrative support to the Public Works Department to ensure efficient operation of the department and to provide professional service to Town residents. This position works directly with the Building Inspectors, the Fire Marshal, and the Planning Assistant.

This position requires professional customer service skills, efficient typing ability and other computer skills, and the ability to record proceedings by longhand or electronically. The Building Department Assistant must plan and organize work effectively and must have excellent verbal and writing skills for public record documentation.

This position is required to attend evening Board meetings to take minutes at least twice a month.

This position is responsible for front-line service to walk-in and phone-in residents, builders, contractors, various professionals and volunteer board members.

This position is part of the Public Works group that includes the Town Engineer, Site Construction Inspector, Building Inspector, Assistant Building Inspector, and Fire Marshal. This position assists with record keeping, permitting, Board applications, and correspondence for the Public Works group and at times with other Town Departments. This position is a 35 hour work week, Monday-Friday from 8am-4pm, with two to three evening meetings per month. This is an hourly position with an hourly wage of \$23.21/hr.

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](#)