

## **Town of Canandaigua Vacancy**

Salary Range: \$55,000-\$65,000

This title has been approved by New York State Civil Service to be hired under the HELP (Hiring for Emergency Limited Placement) Program. This program allows candidates to be granted competitive status after successful completion of the probationary period and to remain in their position, without the need to ever take a Civil Service Exam. Candidates must still meet the minimum qualifications of the position and any other conditions of employment.

### **CODE ENFORCEMENT OFFICER**

#### **MINIMUM QUALIFICATIONS: EITHER:**

1. Possession of an Associate's Degree, or higher, in Architecture, Civil or Structural Engineering, Construction Technology or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in building or code inspection and/or enforcement OR in the design or construction of buildings as a project manager, building contractor or journey level skilled trade\*; OR
3. Graduation from high school or possession of a high school equivalency diploma AND possession of Basic Code Enforcement Training Program Certification, as established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York; OR
4. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

**SPECIAL NOTE - TRAINING:** Candidates appointed to this position be required to complete all mandated training as established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York" and to maintain such certifications throughout the tenure of employment in the position.

\* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.

Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or local fire and/or building code as approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for the coordination of all activities relevant to ensuring compliance with local Zoning Ordinances and other appropriate laws, codes, rules and regulations pertaining to new or existing buildings and structures. This may include seeking Court enforcement of orders. A Code Enforcement Officer may supervise the work of a

small number of building/zoning personnel and/or clerical personnel. Does related work as required.

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## CODE ENFORCEMENT OFFICER

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains records concerning code enforcement activities, including applications received, permits and certificates issued, fees charged and collected inspection reports, etc.;

May supervise the operation of the municipal building/code enforcement department;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;

Provides advice on the State Uniform Fire Prevention and Building Code, municipal building and/or zoning rules and regulations and other relevant State laws and rules to various boards and committees as well as the general public;

Reviews building permit applications, including building plans, to determine compliance with the New York State Uniform Fire Prevention, Building code, Energy Code, as well as local laws and zoning ordinances

Inspects existing buildings and structures to ensure conformity with codes;

Investigates complaints and attempts to resolve problems through consultation and enforcement, if necessary;

Issues, denies or revokes building permits and certificates of occupancy as required;

Orders code violations in existing structures to be removed and arranges for condemnation notices to owners and builders for improper or hazardous conditions pursuant to State or local laws;

Issues written notices to correct unsafe, illegal and dangerous conditions in existing structures;

May file complaints when appropriate, seeking Court enforcement of various codes.

May attend basic municipal meetings (i.e. Town, Zoning/Planning Boards, etc.) to make reports, answer questions and provide technical expertise as needed;

May coordinate review of development projects with other departments;

Advises the fire department, the DEC and other government entities of problems or developments for which they need to be informed;

Monitors the activities of electrical inspectors;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of building trades; good knowledge of the New York State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the applications of municipal building codes; good knowledge of Americans with Disabilities Act and other relevant state and federal regulations; ability to enforce provisions of various laws; ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public; ability to use a computer with moderate proficiency and to learn appropriate software programs; ability to read and interpret plans and specifications; ability to plan and supervise the work of subordinate personnel; ability to write clear and concise reports and to maintain records; physical condition commensurate with the demands of the position.

REVISED: 6/1/10; 12/30/15; 1/30/19; 3/6/20, 12/7/20; 2/18/21; 6/15/23

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION

Town of Canandaigua

# CODE ENFORCEMENT OFFICER

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5440 Route 5&20 W  
Canandaigua, NY 14424  
585-394-1120

## The Community

The Town of Canandaigua, within Ontario County, New York, has a population of over 11,500, covers 62 square miles of land area and has 10 ½ miles of Canandaigua Lake shoreline (Finger Lakes). Located in Ontario County, one of only two counties in New York State gaining more residents.

The Town of Canandaigua, just a 20-minute drive from Downtown Rochester, boasts over 31 zoning districts with a diverse mixture of land uses featuring industrial, commercial, agricultural, rural, and a regional airport. The Town has issued an average of 600 building permits annually since 2014. With top rated schools, and a focus on recreation through the Town's nine beautiful parks, the quality of life is second to none.

Extensive planning efforts have positioned the Town of Canandaigua to thrive. Uptown Canandaigua, a designated growth area, showcases the advantages of form-based code zoning ensuring economic development for future decades.

Operating under a Town council-manager form of government, the Town of Canandaigua is widely recognized as a leader in municipal governance, while sustaining natural resource protection and financial stability.

## The Position

The work involves responsibility for administering and enforcing the NYS Uniform Fire Prevention and Building Code. Provides the coordination of all activities relevant to ensuring compliance with local Zoning Ordinances and other appropriate laws, codes, rules and regulations pertaining to new or existing buildings and structures.

### **Essential Functions include but are not limited to the following:**

- Maintain records concerning code enforcement activities, including applications received, permits and certifications issues, fees charges and collected inspection reports
- Inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same
- Investigates complaints and attempts to resolve problems through consultation and enforcement
- Issues, Denies or revokes building permits and certificates of occupancy
- Issues written notices to correct unsafe, illegal and dangerous conditions in existing structures





## The Ideal Candidate

The Town is seeking a team-oriented individual that demonstrates high attention to detail and has a good understanding of NYS Fire Prevention and Building Code. They will need to be comfortable with being out in the field conducting inspections and also spending time in the office completing the required paperwork. They will be able to establish and maintain cooperative relations with the public, their representatives (resident/engineers/contractors), and public officials. They must be able to demonstrate good judgement and powers of observations. The ideal candidate will have thorough knowledge of the New York State Fire Prevention and Building code along with local Zoning Code.

## Qualifications

- Graduation from accredited college or University with an Associates Degree, or higher, in Architecture, Civil or Structural Engineering, Construction Technology or a closely related field; OR
- Graduation from High school or possession of a high school equivalency diploma and 2 years of full-time paid experience, or its part-time equivalent, in building or code inspection and/or enforcement OR in the design or construction of building as a project manager, building contractor or journey level skilled trade; OR
- An equivalent combination of training and experience as defined by the limits above





## Salary and Benefits

The annual salary range for this position is **\$55,000-\$65,000 annually**. The Town of Canandaigua offers a generous benefits package including:

- 12 Paid Holidays per year
- 96 hours of paid Sick leave per year
- 3 paid floating holidays credited on January 1, 2025
- Will receive 80 hours of paid vacation leave on July 1, 2025
- Paid Personal Leave
- Enrolled in New York State Retirement System (NYSLRS)
- Excellus Blue Cross Blue Shield Insurance- 3 options to chose from with a minimal cost to the employee
- Town contributes money annually into employee HRA/HSA accounts
- Insurance Opt out stipend of \$2,000 annually if Health Insurance Plan is not selected
- Dental insurance- Employee pays 25% of plan cost

## Work Schedule

As a full time employee, you will work 40 hours a week. The normal workweek is Monday-Friday 7:30am-4:00pm or 8:00am-4:30pm. This position may require some evening meetings . Your office will be located in the Development Office located at Town Hall 5440 Route 5 & 20, Canandaigua

## Application and Recruitment Process

If you are interested in working for this incredible municipality, please e-mail your resume and letter of interest to:

[LFrarey@TownofCanandaigua.org](mailto:LFrarey@TownofCanandaigua.org)

Or

Call Lindsay Frarey at  
(585)394-1120 x 2229

## Optional Benefit Offerings:

- NYS Deferred Compensation Plans
- Short Term Disability
- Cancer Plan
- Accident
- Whole Life
- Term Life

The Town of Canandaigua is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, political affiliation or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.