

Town of Canandaigua  
Salary Range: \$45,000 - \$55,000

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

ZONING INSPECTOR

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher; 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, as lead worker, or higher, in building construction, and/or the review of plans and specifications; OR
3. An equivalent combination of training and experience as defined by the limits of (1) & (2) above.

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: This work involves the inspection of properties and buildings for compliance with local zoning and other land use regulations. The work is routine and is performed independent of immediate supervision. General policy relative to work conditions is established by the local legislative body. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews applications, to determine conformance to local zoning regulations and land use regulations, for building/zoning permits  
Explains provisions of local land use regulations, procedures to the general public;  
May issue building/zoning permits as permitted by local regulations;  
Inspects properties to determine compliance with local land use regulations;  
May issue violations and act as the enforcement official under the provisions of the local land use regulations and upon the authorization of the local legislative body;  
May act as liaison staff with local Zoning Board of Appeals, Planning Boards and other advisory bodies;  
Recommends code modifications and amendments as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local zoning and other land use regulations; good knowledge of methods and procedures for construction and alterations of buildings; good knowledge of local, state, and federal laws relative to construction, use of property and local laws affecting health, safety and welfare of the residents of the community; ability to read plans and specifications; ability to operate a personal computer and utilize common office software programs; ability to establish and maintain cooperative relations with the public, contractors and public officials; courtesy, firmness, tact; good judgment; good powers of observation; ability to read and write; physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 6, 1997

REVISED: 1/18/19; 9/6/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE  
PART-TIME – NON-COMPETITIVE



# ZONING INSPECTOR

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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 the inspection of properties and building for compliance with local zoning and other land use regulation. The work is routine and is performed independent of immediate supervision.

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

- Review applications for building/zoning permits to determine conformance with local zoning regulations and land use regulations
- Explains local land use regulations and procedures to the public
- Inspects properties to determine compliance with local land use regulations
- Will function as staff liaison with the Town's Zoning Board of Appeals and Environmental Conservation Board
- Recommends code modifications and amendments as needed.



## The Ideal Candidate

The Town is seeking a team-oriented individual that demonstrates high attention to detail and can interpret complex Town Code. The successful candidate will create a welcoming experience for every resident that walks into the building and is able to guide them through the permit process following the Town's Zoning and Land Use Regulations. Individuals with knowledge of local zoning and other land use regulations are encouraged to apply.

The Zoning Inspector must have the ability to work independently in an office environment with minimal supervision. They will be able to establish and maintain cooperative relations with the public, their representatives (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 local zoning and other land use regulations. They must have general experience reading site plans and specifications.



## Qualifications

- Graduation from accredited college or University with an Associates Degree; 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 construction or the reviews of plans and specifications; OR
- An equivalent combination of training and experience as defined by the limits above







## 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 will require some evening meetings (Zoning Board of Appeals, 6 p.m., 3<sup>rd</sup> Tuesday of each month and Environmental Conservation Board, 4:30 p.m., 1<sup>st</sup> Thursday of each month). Your office will be located in the Development Office located at Town Hall.

## 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

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.

## Salary and Benefits

The annual salary range for this position is **\$45,000-\$55,000 annually**. The Town of Canandaigua offers a generous benefits package including:

- 12 Paid Holidays per year
- 96 hours of paid Sick leave per year
- 1 paid floating holiday at time of hire and 3 paid floating holidays credited on January 1, 2024
- Will receive 80 hours of paid vacation leave on July 1, 2024
- 16 hours of paid Personal Leave on January 1, 2024
- 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

### Optional Benefit Offerings:

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



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