



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

Code Enforcement Officer

Department: Administration

Location: Village of Saranac Lake, New York

Classification: Non-competitive

Position Type: Full-Time (40 hours per week)

Hourly wage: \$29.43

Residency: Residency is waived

Other: [Designated NY HELP](#)

Position Summary

This position is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code. This position provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations within the Village of Saranac Lake.

Essential Duties and Responsibilities

Responsibilities may include, but are not limited to:

- Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
- Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration on enforcement of the various codes, laws, etc.;
- Supervises, coordinates and participates in the inspection of various stages of construction, and upon completion of construction of buildings and structures issues, denies, or revokes building permits and certificates of occupancy as required;
- Interviews property owners, contractors, tenants and complainants in determining nature of violations and initiation of appropriate corrective action;
- Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
- Inspects, as necessary, building and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
- Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the State Uniform Fire Prevention and Building Code;
- Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued;
- May appear before the Village Board of Trustees, Committees and Advisory Boards, or community groups to explain policy and procedures used in code enforcement;
- May testify in court regarding violations and related applicable laws;
- Prepares a variety of reports relevant to code enforcement activities.

Full Performance, Knowledge, Skills, Abilities, and Personal Characteristics

Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the principles and methods of fire prevention; willingness to learn and earn certification for any of the above.

Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma and
Option A

- Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in civil engineering, construction technology, architecture or a related field and one (1) year of experience as a building inspector or skilled building construction trades worker;

OR

Option B

- Satisfactory completion of 60 semester hours at a regionally accredited or New York State registered four-year college or university in a program leading to a bachelor's degree in civil engineering, construction technology, architecture or a related field and one (1) year of experience as a building inspector or skilled building construction trades worker. Copy of College Transcript (unofficial is accepted) must accompany completed application;

OR

Option C

- Three years of satisfactory experience as a building inspector or skilled building construction trades worker, such as carpentry, plumbing, electrical, or related trades;

OR

Option D

- An equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above

OR

Option E

- Possession of a valid and up-to-date New York State Code Enforcement Officer Certification/License and Registry Number. Copy of Code Enforcement Officer Certification must accompany completed application.

Special Requirements

1. All code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code will be required to complete prescribed code enforcement training courses as set forth under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within the required time limits, including subsequent required in-service training in each calendar year following the year in which certified basic training was successfully completed.
2. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.

Benefits

The Village of Saranac Lake offers a competitive benefits package, including:

- New York State Retirement System
- Health insurance options

- Paid vacation, sick, personal, and holiday leave
- Deferred compensation opportunities
- Professional development opportunities

How to Apply

Submit a completed application (application found on the village website), resume, and professional references to:

Village of Saranac Lake
ATTN: Village Clerk
39 Main Street, Suite 9
Saranac Lake, NY 12983

OR

humanresources@saranaclakeny.gov

Applications will be reviewed as received and the position will remain open until filled. Please do not call the office regarding the status of your application. Qualified candidates will be contacted directly to schedule an interview.

The Village of Saranac Lake is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.