

Code Compliance Officer Town of Queensbury, Warren County

The Town of Queensbury is looking for candidates for the position of Code Compliance Officer. This is a full time position reporting directly to the Director of Planning/Zoning and Code Compliance.

Brief Job Duties:

An incumbent in this position is responsible for proper enforcement of the Town Zoning Code, Sign Code, Freshwater Wetlands Law, Transient Merchant Peddlers and Solicitors Law, and Subdivision Regulations. Duties include review of site plans, subdivision plans, drainage plans and reports, road designs, profiles, and other relevant information for compliance with relevant Town codes as well as discretionary approvals as issued by the Town Board, Planning Board and/or Zoning Board of Appeals. The Code Compliance Officer performs on-site inspections of residential, commercial and industrial construction for the purpose of tracking compliance from project beginning through occupancy. The employee also pursues violations of the Zoning Code, Sign Code, Freshwater Wetlands Law, Transient Merchant Peddlers and Solicitors Law, and Subdivision regulations through established enforcement procedures. Other duties may include assisting the building inspectors in the enforcement of the Town Junkyard Law, Garbage, Rubbish and Refuse Law, and Mobile Homes Law. The position involves frequent exercise of independent judgment and performs complex functions in fulfillment of responsibilities and duties. The work is performed under the supervision of a higher-level administrator or other Town Official(s).

Qualifications needed:

- A) Bachelor's degree in engineering, construction technology or related field and three years of experience in zoning, code enforcement, building compliance adherence, or construction related compliance; or
- B) Associates degree in a related field and five years of experience as outlined in (a) above; or
- C) High school diploma or possession of a high school equivalency diploma and seven years of related experience as outlined above.

Applicant to be hired on a provisional basis - permanent status may be granted after successful completion of civil service exam.

Salary and benefit package are commensurate with experience. Send resume and application found at: <https://www.queensbury.net/government/employment/> by January 31, 2022 to:

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