



EMPLOYMENT OPPORTUNITY

DEPUTY BUILDING INSPECTOR & GIS COORDINATOR

FULL TIME

CIVIL SERVICE COMPETITIVE

TOWN OF LEWISTON BUILDING DEPARTMENT

MUST HAVE A

VALID DRIVER'S LICENSE

Graduate from a regionally accredited college or university

Pick up an application at the Lewiston Town Hall
1375 Ridge Rd, Lewiston

OR

Visit our website at www.townoflewiston.us

Applications due by Dec 6, 2019

Questions contact Tim Masters at tmasters@townoflewiston.us

DEPARTMENT: TOWN
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 4, 2019

DEPUTY BUILDING INSPECTOR & GIS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the inspection of buildings for compliance with building laws and rules. The incumbent makes inspections of the repair and construction of buildings for compliance with the requirements of state and town building codes and enforces assigned ordinances, including swearing out warrants for enforcement of ordinance violations. The position entails a high degree of responsibility since errors in judgment might endanger the lives and property of the town's inhabitants. As a Geographic Information System (GIS) Coordinator, the incumbent is responsible for the development and maintenance of GIS applications and coordinates GIS user needs for data, software, hardware applications, training, and procedures. The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data. The GIS includes computer systems, cartographic, photogrammetric and spatial information, and other related data. Work is performed under the direct supervision of the Building Inspector with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work in accordance with all policies, procedures, rules, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews construction and engineered plans, explains the requirements of the state and town building codes to contractors and the general public
2. Interprets the zoning ordinance and issues all building permits and certificates of occupancy;
3. Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings and wall sizes are met; inspects existing buildings and structures and notes general condition and safety for continued use; and orders corrections and improvements;
4. Issues condemnation notices to owners and builders of improper or hazardous structures;
5. Investigates complaints and assists in prosecuting cases of violations of the building codes and other assigned ordinances;
6. Maintains records and issues reports of building and inspection activities;
7. Manages, develops, and maintains GIS applications and data bases; produces maps and performs data analysis on geospatial data using desktop and web-based GIS products;
8. Maintains and supports GIS operations, systems, applications and Geodatabase; provides technical services to Town departments on the use of GIS software and data, and makes recommendations for staff training on GIS related software;
9. Collaborates with town departments to identify additional needs and requirements and to evaluate potential tasks and activities for GIS applications;
10. Ensures that GIS products, e.g. maps, data, reports and tables, meet applicable town standards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, materials, and tools used in building construction; thorough knowledge of state and local building codes; thorough knowledge of GIS system design, analysis, and management sufficient to independently oversee the development and integration of a system and a wide variety of applications; thorough knowledge of computer-assisted mapping with emphasis on GIS applications to develop maps, charts, tables and graphs to illustrate geographic data; thorough knowledge of modern GIS software, hardware, and systems; good knowledge of the concepts, practices and techniques related to developing, maintaining, and operating GIS systems; skill in the use of map making equipment; ability to establish and maintain cooperative relationships with other public officials, building contractors, and the general public; ability to read and interpret plans and specifications; ability to perform close, detail work involving considerable visual effort and concentration; ability to oversee and participate in assigned projects and lay out work for others; ability to oversee and direct GIS database development and application efforts in other departments; firmness with courtesy; tact; sound professional judgment; physical condition commensurate with the demands of the position.

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DEPUTY BUILDING INSPECTOR & GIS COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in engineering, civil engineering, civil technology, or closely related field and one (1) year of full-time paid technical work experience in engineering, surveying, drafting, or GIS and geodatabase work; **OR**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, engineering, civil technology, or closely related field and three (3) years of full-time paid technical work experience as described in (1) above; **OR**

3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and one (1) year of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings for safety and compliance codes **AND** three (3) years of full-time paid technical work experience in engineering, surveying, drafting, or GIS and geodatabase work

SPECIAL REQUIREMENT:

(MSD-CL-13-84) It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

- Employee working less than 10 hours per week 36 months
- Employee working 10-20 hours per week 24 months
- Employee working over 20 hours per week 18 months

SPECIAL REQUIREMENTS FOR TOWNS ONLY: (Ref: MSD-CL-32-73 Public Officers Law Section 3)

1. U.S. Citizen;
2. Resident of municipality in which he/she serves (Town/Village of Lewiston)
3. Possession of a NYS driver's license at time of appointment and for the duration of employment.