

Village of East Nassau
Code Enforcement Officer/Building Inspector (CEO), Building Department

Purpose/Intent:

The Building Department ensures that all land use in the Village of East Nassau is in accordance with applicable housing and zoning ordinances and applies federal, state, county, and village regulations in order to ensure the health, safety and welfare of all citizens of the community, thus protecting the quality of life. The East Nassau Village Board of Trustees (Village Board) administers this process by appointing a CEO who acts on the village's behalf to manage the Building Department. The CEO shall consistently apply and enforce all laws in a concerted effort to preserve the village's rural environment and agricultural resources as reflected in the Village of East Nassau Comprehensive Plan.

Job Description

The CEO for the Village of East Nassau investigates construction and land usage to ensure compliance with federal, state, county, and village regulations including the NYS Fire Prevention and Building Code (the Uniform Code). The CEO must be knowledgeable about the federal, state, county, and East Nassau housing and zoning ordinances, as well as the requirements for property maintenance.

Duties

- Inspects and regulates structures and properties within the Village of East Nassau to ensure compliance with zoning, building, fire, pool, health, property maintenance codes;
- Assists residents with the permitting processes required for construction projects and maintains records to document permits and compliance activities;
- Working with the Village attorney, prepares and executes enforcement proceedings resulting from code violations;
- Responds when needed to inspect property after fire or other emergency situations to determine the safety and viability of structures and appliances;
- Reports to the Village Board with monthly written and oral summaries of activities presented at the regularly scheduled monthly meetings of the Village Board;
- Prepares a comprehensive annual report of Building Department effort;
- Other tasks as assigned from time to time by the Village Board.

Requirements

The CEO is required to have a high school diploma or G.E.D., experience in construction, knowledge of building codes, and experience in sensitive public contact in a business or, preferably, in a municipal setting; or an equivalent combination of training and experience. The CEO must be certified by New York State and is responsible for recertifying periodically to maintain continuous certification status. An individual that is not New York State certified may be appointed but must attain certification within a year of the initial appointment and then retain certification thereafter.

Compensation

The CEO is compensated with an annual “retainer” plus a per incident fee, the exact amounts of which are set annually by the Village Board. An incident is defined as any discrete activity required to fulfill the duties of the position. Monthly vouchers detailing compensable incidents should be submitted with the monthly activity reports. There is no other compensation for the position (no other benefits, no vehicle or mileage reimbursement, etc.). The CEO is required to manage Building Department expenditures to within the budget constraints determined by the Village Board, or to notify the Village Board if budget overruns are projected.