



ZONING INSPECTOR



5440 Route 5&20 W
Canandaigua, NY 14424
585-394-1120

The Community

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:

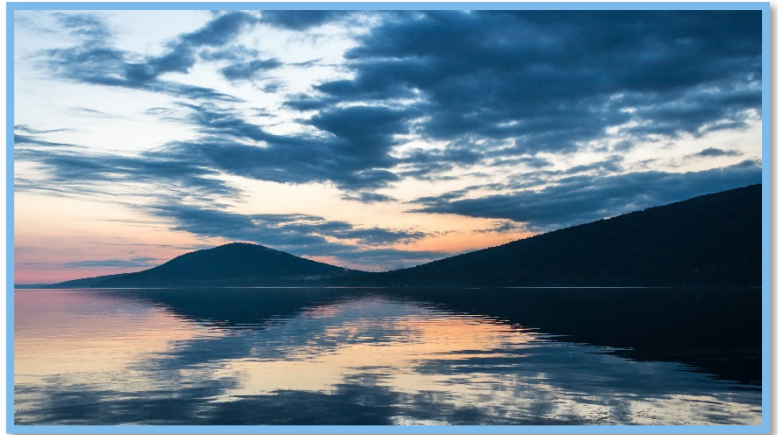
- Review applications for building/zoning permits to determine conformance to requirements of local zoning regulations and land use regulations
- Explains provisions of local land use regulations, procedures to the general public
- May issue building/zoning permits as permitted by local regulations
- Inspects properties to determine is compliance with local land use regulations
- Will act as liaison staff 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 has the ability to 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 thorough knowledge of local zoning and other land use regulations are encouraged to apply.

The new 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, contractors, and public officials. They must be able to demonstrate good judgement and good powers of observations. The ideal candidate will have thorough knowledge of local zoning and other land use regulations. They must have general experience reading 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 shifts when attending a Zoning Board of Appeals which is held on the 3rd Tuesday of each month at 6:00 pm and Environmental Conservation Board held on the 1st Thursday of each month at 4:30pm. Your office will be located in the Development Office 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:

LFraey@TownofCanandaigua.org

Or

Call Lindsay Fraey at
(585)395-1120 x 2229

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
- Will receive 80 hours of paid vacation leave on January 1, 2024
- 16 hours of paid Personal Leave
- 3 paid floating holidays on January, 2023
- 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
- Cancer Plan
- Short Term Disability
- Accident
- Whole Life
- Term Life

