



# **CODE ENFORCEMENT OFFICER**

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

## The Community

The Town of Canandaigua, within Ontario County, New York, has a population of over 11,500, covers 62 square miles of land area and has 10 ½ miles of Canandaigua Lake shoreline (Finger Lakes). Located in Ontario County, one of only two counties in New York State gaining more residents.

The Town of Canandaigua, just a 20-minute drive from Downtown Rochester, boasts over 31 zoning districts with a diverse mixture of land uses featuring industrial, commercial, agricultural, rural, and a regional airport. The Town has issued an average of 600 building permits annually since 2014. With top rated schools, and a focus on recreation through the Town's nine beautiful parks, the quality of life is second to none.

Extensive planning efforts have positioned the Town of Canandaigua to thrive. Uptown Canandaigua, a designated growth area, showcases the advantages of form-based code zoning ensuring economic development for future decades.

Operating under a Town council-manager form of government, the Town of Canandaigua is widely recognized as a leader in municipal governance, while sustaining natural resource protection and financial stability.

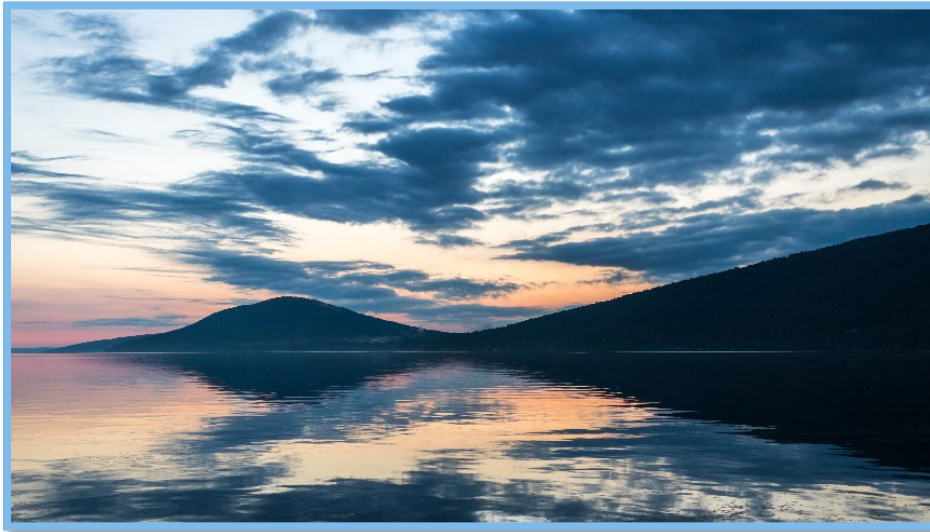
## The Position

The work involves responsibility for administering and enforcing the NYS Uniform Fire Prevention and Building Code. Provides the coordination of all activities relevant to ensuring compliance with local Zoning Ordinances and other appropriate laws, codes, rules and regulations pertaining to new or existing buildings and structures.

### **Essential Functions include but are not limited to the following:**

- Maintain records concerning code enforcement activities, including applications received, permits and certifications issues, fees charges and collected inspection reports
- Inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same
- Investigates complaints and attempts to resolve problems through consultation and enforcement
- Issues, Denies or revokes building permits and certificates of occupancy
- Issues written notices to correct unsafe, illegal and dangerous conditions in existing structures





## The Ideal Candidate

The Town is seeking a team-oriented individual that demonstrates high attention to detail and has a good understanding of NYS Fire Prevention and Building Code. They will need to be comfortable with being out in the field conducting inspections and also spending time in the office completing the required paperwork. They will be able to establish and maintain cooperative relations with the public, their representatives (resident/engineers/contractors), and public officials. They must be able to demonstrate good judgement and powers of observations. The ideal candidate will have thorough knowledge of the New York State Fire Prevention and Building code along with local Zoning Code.

## Qualifications

- Graduation from accredited college or University with an Associates Degree, or higher, in Architecture, Civil or Structural Engineering, Construction Technology or a closely related field; 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 or code inspection and/or enforcement OR in the design or construction of building as a project manager, building contractor or journey level skilled trade; OR
- An equivalent combination of training and experience as defined by the limits above







## Salary and Benefits

The annual salary range for this position is \$55,000-\$60,000 annually. The Town of Canandaigua offers a generous benefits package including:

- 12 Paid Holidays per year
- 96 hours of paid Sick leave per year
- 3 paid floating holidays credited on January 1, 2024
- Will receive 80 hours of paid vacation leave on July 1, 2024
- Paid Personal Leave
- 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

## 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 may require some evening meetings . Your office will be located in the Development Office located 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:

[LFrarey@TownofCanandaigua.org](mailto:LFrarey@TownofCanandaigua.org)

Or

Call Lindsay Frarey at  
(585)394-1120 x 2229

## Optional Benefit Offerings:

- NYS Deferred Compensation Plans
- Short Term Disability
- Cancer Plan
- Accident
- Whole Life
- Term Life

The Town of Canandaigua is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, political affiliation or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.#