

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Supervisor of Buildings and Code Enforcement

**LOCATION:** City of Ithaca - Building Department

**SALARY:** \$78,868, with subsequent increases to \$94,624

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** We are seeking an individual with a proven track record of a commitment to equity and social justice. This is a professional and administrative position responsible for planning, directing and supervising the day-to-day operations and activities of the Building Division under the supervision of the Director of Planning and Development, and the administration and enforcement of State and local laws and ordinances governing the construction, renovation and occupancy of buildings. Under the administrative supervision of the Director of Planning and Development, the Supervisor of Buildings and Code Enforcement enforces and supervises the enforcement of the Building Code of New York State, the Residential Code of New York State, the Fire Code of New York State, the Existing Building Code of New York State, the Mechanical Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, the Energy Conservation Code of New York State, the Property Maintenance Code of New York State, the New York State Multiple Residence Law, the City of Ithaca Building Code, the City of Ithaca Housing Code, the City of Ithaca Exterior Property Maintenance Ordinance, the City of Ithaca Flood Damage Prevention Ordinance, the City of Ithaca Zoning Ordinance and related codes, ordinances and standards governing the design, construction, alteration, repair, maintenance, use, occupancy, removal and demolition of buildings and structures. The Supervisor of Buildings and Code Enforcement reviews applications for building permits, certificates of occupancy and certificates of compliance along with their supporting documentation, makes determinations regarding compliance with relevant codes and ordinances, and facilitates projects by guiding contractors and property owners toward solutions that comply with applicable codes and ordinances. The Supervisor of Buildings and Code Enforcement also assists contractors, property owners, landlords, tenants and the public in understanding building construction, renovation and occupancy requirements. The Supervisor of Buildings and Code Enforcement serves as staff support to assigned boards, such as the Board of Appeals on Building Code, Housing Board of Review and/or Examining Board of Electricians. The work is performed under the administrative supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment. Supervision is exercised over the work of division staff, including inspection and clerical staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture, or a closely related field with similar course curriculum, and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or

\*\*\*Continued on Back\*\*\*

**MINIMUM QUALIFICATIONS (continued):**

- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least an Associate's Degree, the minimum experiential requirement is at least five (5) years of code enforcement or construction project management experience, and the minimum supervisory experiential requirement is at least two (2) years of supervisory experience in one of the qualifying experiential fields.

**SPECIAL REQUIREMENT:**

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within eighteen months of permanent appointment, and must maintain said certification for the duration of employment.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**EXAM:** A civil service exam will be required at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college transcript
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by June 3, 2021 :

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: April 26, 2021