

Job Opportunity: Code Enforcement Officer
Town of Webb, Old Forge, NY

The Town of Webb is currently accepting applications for the position of **Code Enforcement Officer**. This vital role ensures compliance with the **New York State Uniform Fire Prevention and Building Code**, as well as local zoning regulations for the Town of Webb.

Key Responsibilities:

- Administer and enforce all provisions of the **NYS Uniform Fire Prevention and Building Code** and other applicable laws, rules, and regulations related to building construction and alteration; which includes issuing and revoking permits.
- Oversee and participate in the inspection of various stages of construction and upon completion of buildings and structures ensuring that structures meet all codes.
- Prepare and maintain records including application forms, building permits, certificates of occupancy, and enforcement rules and regulations for approval by the local governing body.
- Issue written notices to correct unsafe, illegal, or dangerous conditions in existing structures.
- Prepare and submit reports on **Code Enforcement activities** to the municipal government.
- Process applications for the **Planning Board and Zoning Board of Appeals** and forward them to the appropriate boards.
- Supervise and assign duties to office staff to ensure efficient department operations.
- Prepare and manage the annual **Code Enforcement Department** budget and report to the **Town Supervisor**.

Qualifications:

- **Preferred:** Current **NYS Code Enforcement certification** from the **Department of State**.
- Minimum of **three years** of full-time, progressively responsible experience in **building construction** or skilled trades such as **carpentry, plumbing, electrical work**, or related fields, demonstrating proficiency in construction processes, techniques, and safety protocols.
- Strong **organizational, communication, and leadership skills**.

Salary & Benefits:

- **Salary:** \$60,000 - \$70,000, based on experience.
- The **Town of Webb is an Equal Opportunity Employer**.

How to Apply:

Interested candidates should submit a **completed application**, along with a **resume and qualifications**, to:

Nanci T. Russell, Town Clerk

3140 NYS Route 28

Old Forge, NY 13420

Applications must be received by **March 28th**.