

VILLAGE OF

# FAIRPORT

*on the Erie Canal*

WE ARE A PROFESSIONAL AND FAST PACED  
ORGANIZATION LOOKING FOR OUR NEXT...

## Code Enforcement Officer Building Inspector/Fire Marshal



**SUBMIT YOUR  
COVER LETTER  
AND RESUME  
IMMEDIATELY**

**POSITION OPEN  
UNTIL FILLED**

**CONTACT US**

**TEL: 585-421-3201**

**BLW@FAIRPORTNY.GOV**

**WWW.FAIRPORTNY.COM**

**JOIN OUR TEAM!**

- Interested in joining one of the best Village's in NYS?
- Do you want to join a team that is motivated and driven?
- Do you want an opportunity to manage large projects and see your efforts in real time?

**THIS IS WHAT WE OFFER YOU!**



## **Code Enforcement Officer Building Inspector Fire Marshal**

The Village of Fairport (population 5,500) is in search of a dynamic and customer service-oriented leader to join our team and become our next Code Enforcement Officer / Building Inspector / Fire Marshal. The Village of Fairport is a mature and progressive community located in Monroe County, New York, approximately eleven (11) miles southeast of downtown Rochester. The Village is surrounded by the Town of Perinton and is adjacent to the neighboring municipalities of Penfield to the North, Pittsford to the West, Egypt and Macedon to the east, and Victor to the South. The Village provides a full range of municipal services including police, fire and municipal electric. The Village of Fairport General Fund has a budget of \$7 million and approximately 60 employees. Fairport Electric operates a budget of \$30 million with approximately 30 employees. The electric service area consists of the Village of Fairport and the surrounding Town of Perinton and has over 18,000 residential and commercial customers accounts.

### **Position Responsibilities**

This position serves as the Village's Code Enforcement Officer / Building Inspector and Fire Marshal and is a Monroe County civil service position. The successful candidate must take and pass a provisional civil service exam administered within one year of hire unless a lateral transfer is facilitated from another municipality. The position will be responsible for reviewing construction and engineering plans and specifications for compliance with building codes, zoning ordinances, and all applicable laws; inspect buildings and structures under construction, renovation or repair; issue building permits and certificates of occupancy; investigate complaints and violations of building code; attend and participate in various Planning, Zoning and Historic Preservation meetings; and maintain accurate and competent records and reporting systems of all Village owned parcels and projects.

### **Position Requirements**

The Village of Fairport is seeking an experienced and professional building inspector who possesses the following **MINIMUM QUALIFICATIONS**:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Completion of eight (8) college level courses in building construction, building technology, architecture, civil engineering, or a similar discipline; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, plumbing installation work, or one of the building trades that involved the use and application of building plans and specifications; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) semester credit hours with major work in Civil Engineering or Architecture, plus one (1) year of experience as described in (B) or two (2) years of experience as described in (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- (F) Any equivalent combination of training and experience as defined by the limits of above.

\*Certification as a New York State Certified Code Enforcement Official is mandatory.

The successful candidate will have exceptional interpersonal skills with the ability to interact and socialize with the public, engineers, project managers, etc. Must have demonstrated experience in participatory and collaborative work environments and must be able to effectively communicate and delegate while working in a team environment. This position is a key member of our management team and will be engaged and contribute to the overall direction of the Village. Candidate must also mentor, cross-train and promote his/her peers and colleagues to maximize the full potential of the work group. Customer service is the number one priority with a focus on internal and external customers equally. Individuals with a good sense of humor and social skills will be most successful in this work environment.

## **Compensation**

The starting salary range is \$65K-\$95K depending upon qualifications and experience. The Village offers ample holiday, vacation, sick and personal time off in addition to extremely competitive health and dental insurance along with participation in the NYS Retirement System.

## **Applying and Questions**

All interested parties shall immediately submit a cover letter and resume to Bryan L. White, Village Manager at [blw@fairportny.gov](mailto:blw@fairportny.gov). Position remains open until filled; however, you are encouraged to apply by Friday, February 20, 2026.

Please direct all questions to the Village Manager. You may contact him at 585-421-3201 should you require additional information or would like to discuss the position further. We are more than happy to answer any questions you may have. On behalf of the Village of Fairport, we look forward to you joining our team.

## **Code Enforcement Officer Successful Attributes of the Position**

### **KNOWLEDGE:**

- *Basic computer operations: must have working knowledge of outlook, word, excel, familiarity with Code Enforcement Software is favorable.*
- *Working knowledge of NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.*
- *General knowledge of Uniform Code common referenced standards: NEC, A117, etc.*
- *Thorough knowledge of construction practices and techniques*
- *Thorough knowledge of building elements & nomenclature, types of construction, soil types & attributes, and impact of weather/temperature on construction activities and materials.*
- *General knowledge of structural design with ability to determine load paths.*
- *General knowledge of foundation design, reinforcement, installation, and materials.*
- *General knowledge of types of framing, principles of framing and framing materials.*
- *General knowledge of plumbing system design, function, and installation.*
- *General knowledge of energy conservation measures in construction and alternate compliance paths.*
- *General knowledge of HVAC system function/operation and installation.*
- *General knowledge of fire detection and suppression systems, individual components, and appropriate applications.*
- *General understanding of commercial and residential electrical systems.*

- *Working knowledge of construction safety protocols.*
- *General knowledge of zoning & land use.*
- *General understanding of SWPPP protocols and reporting standards.*
- *General knowledge of municipal floodplain administration, reading & interpreting flood maps, and flood zone designations.*
- *General understanding of historic preservation and landmark designations and its impact on development.*

**SKILLS:**

- *Effective communicator – able to successfully convey complex information regardless of recipient's skillset*
- *Critical thinker – able to identify "out of the box" solutions*
- *Ability to de-escalate contentious situations*
- *Advanced ability to access, read, and interpret construction documents, Uniform & local codes, referenced standards, scientific or technical reports, maps, instrument surveys, and legal documents.*
- *Able to evaluate, in detail, construction documents for compliance with Uniform and local codes.*
- *Possess thorough comprehension of inspection principles and practices.*
- *Able to extrapolate data from Uniform and local codes based on intent and purpose to formulate interpretations.*
- *Working experience as a construction tradesperson.*
- *Masonry, rough carpentry and/or rough plumbing preferred.*

**ABILITIES:**

- *Safety driven.*
- *Friendly.*
- *Community minded.*
- *Customer service oriented.*
- *Desire to serve our residents and business owners.*
- *Eager to coach, teach & train on the spot to resolve Uniform/Local Code deficiencies.*
- *Drive to continually grow knowledge base and keep abreast of new processes, materials, and techniques.*
- *Having an eye for detail.*
- *Possesses and promote integrity in every aspect of your performance.*
- *Confidence to stand by code interpretations in the face of opposition.*
- *Firmness and tact in communication while enforcing codes.*
- *Makes clear decisions without emotional influences.*
- *Desire to contribute toward common goal.*
- *Ability to collaborate with a team & foster positive team relationships.*

## **BUILDING INSPECTOR**

Code No. 6-02-003  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for planning, directing and supervising the activities of the Building Department in a town or village, or conducting building inspection activities in a Monroe County department. The Building Inspector performs or supervises Assistant Inspectors in the inspection of buildings, issuance of building permits, and enforcement of State and municipal building codes. The employee reports directly to and works under the general direction of the Town Supervisor or other higher-level staff member, with wide leeway allowed in the exercise of independent judgement. General supervision is exercised over clerical and technical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs independently or supervises Assistant Inspectors in the following:

Reviews plans and specifications for compliance with building codes, zoning ordinances, and applicable laws;

Inspects buildings and structures under construction, renovation or repair, for conformance with previously approved plans and specifications;

Issues building permits and furnishes certificates of occupancy;

Explains to building contractors, property owners, architects, engineers, attorneys and the general public the requirements of the local building codes, zoning ordinances and the New York State Building Construction codes and other applicable laws;

Attends and participates in meetings of the town board, planning board, zoning board, and/or other boards and agencies handling matters of planning and zoning, and related problems;

Provides for removal or correction of illegal or unsafe construction, and secures necessary safeguards;

Issues condemnation notices for unsafe structures;

Inspects existing buildings for observance of safety standards;

Investigates complaints and assists in prosecuting violations of building codes or zoning ordinances;

Maintains records of operations and decisions of the departments;

Prepares periodic reports on buildings or structures erected or altered, permits issued, fees collected and estimated cost of work covered by such permits;

Obtains permits from other governmental units;

Inspects plumbing;

Investigates sanitation and storm water drainage problems;

Administers the County Housing Improvement Program;

**IN CERTAIN JURISDICTIONS** work will include conducting periodic inspections of existing structures for conformance to New York State Uniform Fire Prevention and Building Code; citing violations and ordering the remedy of the violations; reviewing plans for new construction for fire code compliance; maintaining related records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and equipment used in building construction; thorough knowledge of the requirements of local building codes and zoning ordinances; good knowledge of building trades; good knowledge of basic principles of engineering and architecture; working knowledge of fire alarm and sprinkler codes; ability to read and apply the New York State Building Construction Code; ability to read and apply New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to maintain records and prepare reports; ability to plan, assign, and evaluate the work of a subordinate staff; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; ability to recognize fire hazards and code violations; initiative; thoroughness; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Completion of eight (8) college level courses in building construction, building technology, architecture, civil engineering or a similar discipline; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, plumbing installation work, or one of the building trades that involved the use and application of building plans and specifications; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) semester credit hours with major work in Civil Engineering or Architecture, plus one (1) year of experience as described in (B) or two (2) years of experience as described in (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- (F) Any equivalent combination of training and experience as defined by the limits of above.

**SPECIAL REQUIREMENTS:**

Employees not qualifying under option (E) above must successfully complete all five (5) courses of the New York State Code Enforcement Program within the required time specified by the New York State Department of State once appointed.

Employees shall receive a minimum of twenty-four (24) hours of in-service training on an annual basis once appointed.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** November 6, 1980

**REVISED:** December 16, 1983

**REVISED:** September 9, 1999