



Village of Watkins Glen
303 N. Franklin Street, Watkins Glen, NY 14891
607-535-2736

Job Opening
**Building Safety Inspector
Part Time**

Village of Watkins Glen

SALARY: \$20.00 - \$25.00/hr. (based on experience), plus mileage. There are NO BENEFITS included with this position.

LAST DATE TO FILE: Applications accepted until vacancy filled.

VACANCY: Part time opening with the Village of Watkins Glen. Position is required to work up to 20 hours a week. Schedule to be determined based on demand. This position is pending jurisdictional classification; therefore, a Civil Service examination may be required at a later time.

HOW TO APPLY: Interested candidates must submit an original Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. If you choose to drop your application off there is a mailbox outside the County building designated "All County Correspondence".... please deposit your application in the mailbox and clearly mark the envelope "Civil Service".

RESIDENCY REQUIREMENT: Candidates must have been legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for enforcing the New York State Fire Code and Property Maintenance Code along with relevant municipal Zoning Codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general supervision of the local legislative body or the top administrative officer. Employees in this class do not have the responsibility for the examination of plans, or for the inspection of construction projects, but will be required to perform routine inspection activities in connection with general building maintenance. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Inspects existing commercial buildings and structures for compliance with the New York State Fire Code and New York State Property Maintenance Code; At times, assist in enforcing provisions of the Village Zoning Code, and Local Laws, related to property maintenance. Prepares inspection reports to file and to present to property owners, to be used for the administration of the various codes, laws, etc.; Issues written notices to correct Code violations (Unsafe, illegal, or dangerous conditions) in existing structures;

Prepares a variety of computer-generated reports relevant to code enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

General knowledge of materials and methods used in construction, including: Plumbing; Electric; Heating; Ability to read and understand rules and requirements of the New York State Fire Code, Property Maintenance Code and local Zoning Code; Ability to establish and maintain cooperative relationships with other public officials, business owners, building contractors and the general public; Ability to communicate effectively both orally and in writing; Capable of computer data entry and communication; Ability to be firm but courteous; and exhibit honesty; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and one (1) year of experience working with or for a building contractor, or in a construction related field, or in the design of buildings or in the inspection of buildings; or
- B. Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in A; or
- C. An equivalent combination of training and experience as defined by the limits of A and B.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.
- 2. Must complete 60-hours of basic training courses to become Certified Building Safety Inspector, within 18 months of start date, as established by New York State Division of Building Standards and Codes.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: October 21, 2025