

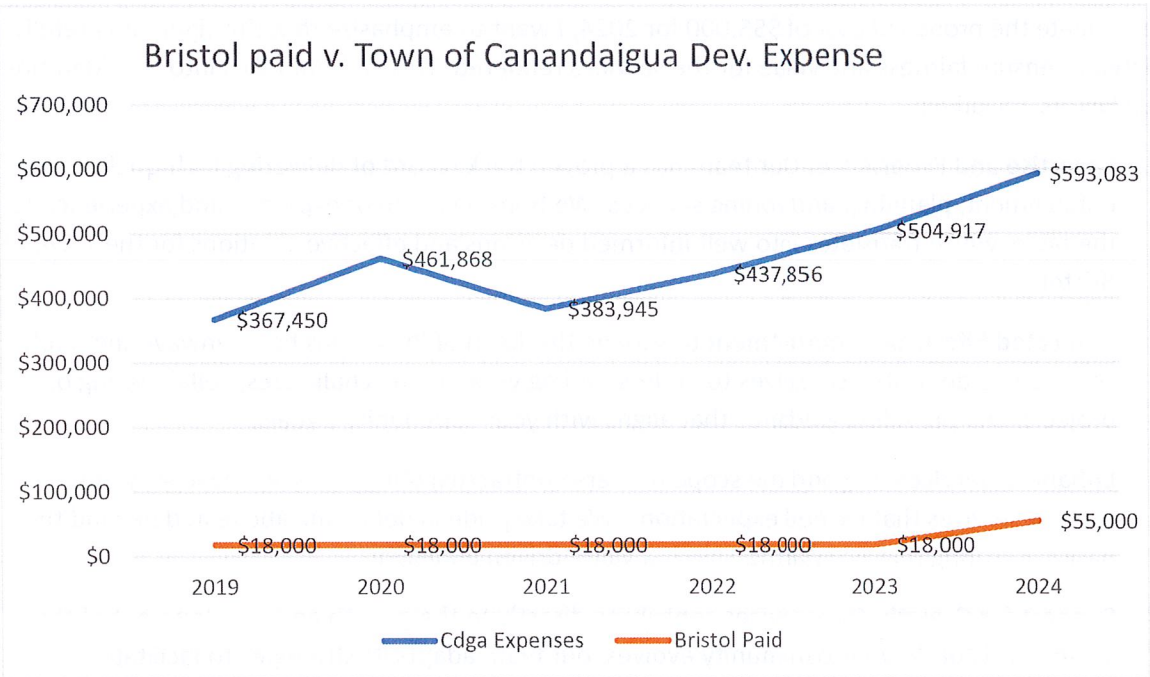
**To: Supervisor Green & Bristol Town Board**  
**From: Douglas Finch, Town Manager, Town of Canandaigua**  
**Date: August 14, 2023**

Subject: Value in the \$55,000 Proposal for 2024 Services

Dear Supervisor Green and Bristol Town Board,

I trust this message finds you well. I wanted to personally share my thoughts regarding the \$55,000 proposal for services in 2024 that we have put forward for the Town of Bristol. This proposal reflects not only our commitment to supporting your community but also our dedication to maintaining fairness and value in our partnership.

Since 2019, the Town of Canandaigua has been diligently providing code enforcement, planning, and zoning services to the Town of Bristol. Over the years, we have gone above and beyond to ensure that our services meet your needs and contribute to the growth and development of your town.



The Town of Bristol compensated the Town of Canandaigua for code enforcement, planning, and zoning services as follows:

- September 16, 2019 - \$ 18,000
- July 17, 2020 - \$ 18,000
- August 13, 2021 - \$ 18,000
- May 18, 2022 - \$ 18,000
- February 27, 2023 - \$ 18,000

As noted in the chart above and on the following pages, the expenses for Development, Planning, and Zoning for the Town of Canandaigua have increased since we originally contracted with the Town of Bristol. Most notably has been the Town of Bristol's service requirements.

Our original agreement estimated demand for services at approximately 5 – 10 hours per month or approximately 100 hours per year. Current 2023 demand for services for the Town of Bristol is surpassing as many as 20 – 30 hours per week dependent on code enforcement inspections, planning review, zoning officer determinations, code updates, and more.

In 2022, Town of Canandaigua services provided to the Town of Bristol exceeded 1,000 hours, with the same and more expected for 2023.

At \$55,000 for the Town of Bristol is less than 10% of the cost of operations of the Town of Canandaigua's office of code enforcement, planning, and zoning services. Based on 2,080 hours of the work year, 10% would equate to 208 hours of service time for Bristol or much less than current service needs at more than 1,000 hours.

As we evaluate the proposed cost of \$55,000 for 2024, I want to emphasize that this figure is carefully calculated to ensure fairness and value for the services rendered. This amount takes into consideration various factors, including:

1. **Expertise and Experience:** Our team has a proven track record of delivering high-quality code enforcement, planning, and zoning services. We bring a wealth of expertise and experience to the table, which translates into well-informed decisions and effective solutions for the Town of Bristol.
2. **Dedicated Effort:** Our commitment to serving the Town of Bristol has been unwavering. We've consistently dedicated ourselves to understanding your unique challenges, collaborating on projects, and providing guidance that aligns with your community's goals.
3. **Enhanced Services:** Beyond the scope of mere contractual obligations, we have strived to provide services that exceed expectations. We take pride in delivering above and beyond the basics, ensuring that our partnership is a value-driven endeavor.
4. **Support for Growth:** Our services contribute directly to the growth and development of the Town of Bristol. As your community evolves, our team adapts its strategies to facilitate responsible and sustainable progress.

Considering these factors, I believe that the proposed \$55,000 for 2024 is not only reasonable but also represents a fair reflection of the comprehensive services we provide. Our aim is to ensure that the Town of Bristol receives not just the services outlined in the contract, but also the support and dedication of a team that genuinely cares about your community's success.

Our goal is to continue our collaborative efforts and maintain a partnership that is based on mutual respect, transparency, and the pursuit of shared goals. Thank you for your time and consideration. I look forward to our continued partnership and the positive impact it brings to both our communities.





# *Town of Canandaigua*

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Canandaigua, NY 14424  
(585) 394-1120 \* Fax: (585) 394-9476

[townofcanandaigua.org](http://townofcanandaigua.org)

*Established 1789*

July 28, 2023

Hon. Bob Green, Town Supervisor  
Town of Bristol  
6740 County Road # 32  
Canandaigua, NY 14424

**Subject: Notice of Intent to Terminate Code Enforcement Services Agreement** and New Proposal

Dear Supervisor Green,

I hope this letter finds you well. As the Town Manager of the Town of Canandaigua, I am writing to officially provide notice of our intent to terminate the existing Intermunicipal Service Agreement for Code Enforcement Services between the Town of Canandaigua and the Town of Bristol. The termination is proposed to be effective on December 31, 2023, or sooner if the Town of Bristol wishes.

First and foremost, I would like to extend our sincere appreciation for the opportunity to work with the Town of Bristol and provide code enforcement services. It has been a valuable experience, and we have always strived to ensure the highest level of compliance with New York State law and the Town of Bristol Town Code.

Although this termination marks the conclusion of the existing agreement, we are keen to continue our collaboration with the Town of Bristol in a different capacity. During the past year, the Town of Bristol has seen a number of increased planning, zoning, and code enforcement obligations, which the Town of Canandaigua has absorbed on behalf of the Town of Bristol with no additional cost. With this in mind, I am delighted to present a new proposal for the provision of code enforcement, zoning, and planning services by the Town of Canandaigua to the Town of Bristol. If the Town of Bristol would like to continue to contract for services with the Town of Canandaigua, we would gladly provide the support services needed to properly service the Town of Bristol. If the Town of Bristol would like to go in another direction, we respect the decision and thank you for the opportunity to work with you.

The Town of Canandaigua has made significant strides in enhancing its Office of Home and Community Renewal, formerly known as the Development Office, to better cater to the needs of our valued residents and developers. Currently, our office is staffed with a dedicated team, consisting of three full-time Code Enforcement Officers and two part-time Code Enforcement Officers, with one serving as a proficient Fire Inspector for both the Town of Canandaigua and the Town of Bristol. Additionally, we have two full-time Zoning Inspector Officers who provide expert zoning review services and ensure accurate zoning law determinations. To complement these efforts, a part-time Planner oversees and facilitates planning and zoning services for both the Town of Canandaigua and the Town of Bristol. Our entire team, under the supervision of the Town Manager, works

collaboratively to deliver exceptional support services, making a positive impact on our communities' growth and development.

We are pleased to acknowledge that the Town of Canandaigua's Office of Home and Community Renewal has become a valuable resource not only for our own residents but also for the Town of Bristol's residents and developers. We have observed a substantial number of inquiries from Bristol's residents and developers reaching out directly to our office, particularly to our knowledgeable Zoning Officers, seeking essential information about the Town of Bristol's local code. Our commitment to providing accurate and prompt assistance has fostered a positive and collaborative relationship between our communities, ensuring that everyone has access to the necessary guidance for their development projects and compliance with local regulations. We take pride in being a trusted partner in supporting the growth and prosperity of both the Town of Canandaigua and the Town of Bristol.

Our new proposal outlines the comprehensive services we offer, covering code enforcement, zoning, and planning, at an annual fee of \$55,000. We firmly believe that this fee represents an exceptional value for the range and quality of services that the Town of Canandaigua can provide. Moreover, we are committed to maintaining the highest standards of expertise and professionalism in all aspects of our service delivery.

In this new arrangement, we will continue to prioritize compliance with state and local regulations while providing expert guidance to support the sustainable development and growth of the Town of Bristol. Our experienced team of professionals will work diligently to ensure the seamless implementation of planning initiatives and effective enforcement of building codes.

If the Town of Bristol finds our proposal acceptable, we kindly request that we finalize the terms of the new agreement before the effective termination date of the current contract.

Once again, we express our gratitude for the productive collaboration between our towns. We earnestly hope to continue this partnership under the framework of the proposed new service agreement.

Attached to this letter is our comprehensive 2024 proposal, outlining the expanded services we are prepared to offer to the Town of Bristol. The proposal includes details of our experienced team, consisting of three full-time Code Enforcement Officers, two part-time Code Enforcement Officers serving as a Fire Inspector for both towns, two full-time Zoning Inspectors providing zoning review services and zoning law determinations, and a part-time Planner overseeing planning and zoning services for both the Town of Canandaigua and the Town of Bristol. Additionally, we have provided the NYS required civil service position classifications for each of these positions to ensure compliance with all necessary regulations.

Furthermore, I am pleased to inform you that the Town of Canandaigua has taken significant strides in modernizing our services through the implementation of a fully online interactive portal known as Cloud Permit. This innovative platform has revolutionized our planning, zoning, code enforcement, complaint, and building permit processes, providing our residents and developers with a seamless and user-friendly experience. By integrating cutting-edge technology, Cloud Permit has enabled us to enhance our efficiency, transparency, and accessibility for our community.

Looking ahead to 2024, we are committed to fostering a stronger partnership with the Town of Bristol. As part of our proposal, we are excited to extend the benefits of Cloud Permit to the Town of Bristol. By collaborating closely, we can incorporate the Town of Bristol's review process into the system, ensuring a streamlined and efficient experience for the residents of the Town of Bristol as well. The

shared use of Cloud Permit will facilitate easier communication, faster approvals, and improved coordination between our municipalities. Our goal is to create a unified and cohesive approach to planning and code enforcement that brings convenience and value to all our residents and developers.

We believe that implementing Cloud Permit together will mark a significant advancement in our intermunicipal cooperation, promoting greater effectiveness and productivity in our shared responsibilities. We are eager to discuss the details of this integration and explore how this modern solution can benefit both our communities. Together, we can continue to elevate our services and support the growth and prosperity of our respective towns.

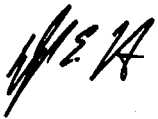
Furthermore, in our proposal, we have conducted a comprehensive analysis of the current active marketplace, particularly within the realm of municipal code enforcement and planning positions. This analysis will be beneficial for the Town of Bristol if they were to consider hiring similar positions independently. It showcases the competitive landscape, average salaries, and qualifications sought by other municipalities in the region. Our extensive research and understanding of the market ensure that the compensation and benefits we propose for these positions are competitive, attracting and retaining the most qualified professionals to support the Town of Bristol's growth and development endeavors effectively. We believe this in-depth analysis will provide valuable insights and support in your decision-making process.

We are excited about the opportunity to continue our collaborative partnership and are confident that our expanded services will be of great value to the Town of Bristol. We look forward to discussing our proposal further and addressing any questions or concerns you may have. Thank you for considering our offer, and we eagerly anticipate a successful partnership for the future.

Please do not hesitate to reach out to me to schedule a meeting or discuss any questions you may have. I acknowledge your request for me to attend the Town of Bristol Town Board meeting on August 14, 2023, at 6:30pm at the Bristol Town Hall, and by notice of this letter I confirm my attendance.

Thank you for your attention to this matter.

Sincerely,



**Doug Finch**, Town Manager  
Town of Canandaigua

ENC: Analysis of Services, Position Classifications, and Costs  
cc: Town Board, Town of Canandaigua

2024

PROPOSAL

## **I. Introduction**

As the Town Manager of Canandaigua, I am delighted to present our comprehensive proposal for extending code enforcement, zoning, and planning services to the Town of Bristol throughout the year 2024 (December 31, 2024). This proposal signifies our commitment to providing exceptional service and support to our neighboring community, fostering collaboration and growth for both towns. Detailed in this proposal is the cost breakdown analysis of the services currently offered to the Town of Bristol, and what is anticipated in 2024 if the Town of Bristol and the Town of Canandaigua continue to work together under a contracted services arrangement.

## **II. Code Enforcement Services**

Our Code Enforcement Department comprises a highly skilled and diverse team to ensure full compliance with regulations. One code enforcement officer possesses specialized training in stormwater and residential inspections, ensuring proper management of stormwater systems and safeguarding the residential community from potential hazards. Another officer specializes in lead pipe inspections and residential complaints relative to the NY Property Maintenance Code, ensuring the safety and health of residents. Additionally, we have a code enforcement officer well-versed in residential inspection construction, ensuring adherence to building standards. Lastly, a dedicated officer conducts fire inspections to enforce fire safety regulations and protect the community from fire hazards, as required by the State of New York including inspection of places of public assembly. The Town of Canandaigua has been conducting these required inspections for the Town of Bristol at no cost.

## **III. Zoning Services**

Our Zoning Services team is equipped to address various aspects of zoning regulations. One zoning officer focuses on short-term rentals, overseeing compliance and ensuring that these rentals align with local ordinances. Another officer specializes in residential zoning, adeptly handling zoning law determinations and addressing residential zoning queries specific to the Town of Bristol. Furthermore, a zoning officer is dedicated to development review, ensuring proposed projects comply with zoning requirements and contribute positively to the town's growth.

## **IV. Planning Services**

Our part-time planner is not only a resident of the Town of Bristol but also possesses extensive knowledge of planning and zoning, including the development regulations unique to Bristol. This expertise ensures that planning initiatives are thoughtfully tailored to suit the town's specific needs and preserve its distinct character. The planner plays a crucial role in overseeing planning and zoning services, participating in research studies, preparing comprehensive reports, and providing expert advice to advisory boards.

## **V. New York State Civil Service Position Classifications**

As part of our commitment to upholding professionalism and adhering to state guidelines, all our positions align with New York State Civil Service classifications. We



prioritize excellence in our workforce, ensuring that all staff members possess the necessary qualifications and training to deliver exceptional services.

## **VI. Cloud Permit Integration**

One of Canandaigua's proud achievements is the fully online interactive portal known as Cloud Permit. In line with this proposal, we are thrilled to extend this innovative system to include the Town of Bristol's review process. This integration will streamline efficiency, granting residents and developers easy access to planning, zoning, code enforcement, complaint, and building permits, all through a user-friendly online platform.

## **VII. Cost Proposal**

Our proposal includes an annual fee of \$55,000 for comprehensive code enforcement, zoning, and planning services. This cost covers the dedicated efforts of our experienced team, ensuring the highest standard of service delivery for the Town of Bristol.

### **Cost Proposal:**

We are pleased to present an updated breakdown of the comprehensive services that the Town of Bristol will receive for the annual fee of \$55,000, with an increased focus on Code Enforcement and Zoning:

1. Code Enforcement Services - \$40,000:
  - a. Highly Trained Stormwater and Residential Code Enforcement Officer: Ensures compliance with stormwater management regulations, safeguarding the environment and residential properties from potential issues.
  - b. Residential Inspection Specialist (NY Property Maintenance Code and Lead Pipe): Conducts thorough inspections to maintain the safety and health of residents, addressing complaints promptly.
  - c. Residential Construction Code Enforcement Officer: Verifies that construction projects adhere to building standards and regulations.
  - d. Fire Inspection Officer: Conducts fire safety inspections, mitigating fire hazards and ensuring the protection of the community.
  - e. Additional Code Enforcement Support: To further enhance Code Enforcement efforts, we will allocate resources to provide additional assistance, allowing for more frequent inspections and improved response times.
2. Zoning Services - \$12,500:
  - a. Town of Bristol Zoning Officer: Handles zoning law determinations and provides prompt responses to zoning inquiries specific to the Town of Bristol.
  - b. Development Review Zoning Officer: Facilitates and streamlines the development review process, providing guidance and support to developers in adherence to zoning regulations.
3. Planning Services - \$2,500:
  - a. Part-Time Planner (Resident of Town of Bristol): Utilizes extensive knowledge of planning and zoning, focusing on Bristol's specific needs, preparing comprehensive reports, and providing expert advice to advisory boards.

4. Generalized Support from Town Manager - Included:
  - a. Oversight and Coordination: The Town Manager of Canandaigua will oversee the provision of services to the Town of Bristol, ensuring seamless collaboration and communication between the towns.
  - b. Administrative Support: The Town Manager will provide essential administrative support to streamline processes and optimize service delivery.

5. Additional Point of Contact (POC) Trained Office Specialist - Included at No Charge:
  - a. To enhance the efficiency of communication and ensure prompt responses, we will provide a POC Trained Office Specialist. This specialist will serve as an additional resource for residents and developers, facilitating inquiries and providing information related to code enforcement, zoning, and planning services.

This updated cost proposal reflects the Town of Bristol's preference for increased focus on Code Enforcement while maintaining essential Zoning services, along with the inclusion of a dedicated POC Trained Office Specialist. With these adjustments, our goal remains to provide dedicated personnel with specialized expertise, committed to maintaining the highest standards of service delivery. Together, these services will promote growth, enhance public safety, and foster a thriving community for the residents and developers of the Town of Bristol. We believe that this proposal aligns with your needs and objectives, and we are excited about the potential of this partnership to meet the Town of Bristol's requirements effectively.

### **VIII. Conclusion**

In conclusion, I express my sincere enthusiasm for this partnership with the Town of Bristol. Together, we can foster growth, strengthen our communities, and provide top-notch services to our residents and developers. I am open to further discussions and inquiries to tailor our proposal to best meet Bristol's unique needs. Thank you for considering our comprehensive proposal, and I look forward to working hand in hand with your esteemed town.

## Cost Analysis: Comprehensive Services for the Town of Bristol

To provide an accurate cost analysis, we have reexamined the expenses associated with hiring three full-time Code Enforcement Officers, two full-time Zoning Officers, one Planner, and additional support staff. The analysis showcases the financial impact of hiring these personnel, along with the value offered by our proposal of \$55,000 for a comprehensive package of services.

### 1. Hiring One Code Enforcement Officer:

- **Annual Salary:** The average salary for a Code Enforcement Officer in the region is now estimated to be approximately \$60,000 to \$85,000 per year.
- **Benefits (Estimated 30% of Salary):** To cover benefits such as health insurance, retirement contributions, paid time off, and other benefits, the cost would be approximately \$18,000 to \$25,500 per year.
- **Total Cost:** The total annual cost of hiring one Code Enforcement Officer, including salary and benefits, amounts to approximately \$78,000 to \$110,500.

### 2. Hiring Zoning Officer:

- **Annual Salary:** The average salary for a Zoning Officer in the region is now estimated to be approximately \$52,500 to \$65,000 per year.
- **Benefits (Estimated 30% of Salary):** The cost of benefits for two Zoning Officers would be around \$31,500 to \$39,000 per year.
- **Total Cost:** The total annual cost of hiring two Zoning Officers, including salary and benefits, is approximately \$168,000 to \$208,000.

### 3. Hiring a Planner:

- **Annual Salary:** The average salary for a Planner in the region is now estimated to be approximately \$70,000 to \$125,000 per year.
- **Benefits (Estimated 30% of Salary):** The cost of benefits for the Planner would be around \$21,000 to \$37,500 per year.
- **Total Cost:** The total annual cost of hiring a Planner, including salary and benefits, is approximately \$91,000 to \$162,500.

### 4. Additional Support Staff:

- **Annual Salary:** The average salary for an Office Specialist or Administrative Assistant in the region remains approximately \$35,000 to \$45,000 per year.
- **Benefits (Estimated 30% of Salary):** The cost of benefits for the additional support staff would be around \$10,500 to \$13,500 per year.
- **Total Cost:** The total annual cost of hiring additional support staff, including salary and benefits, is approximately \$45,500 to \$58,500.

### Total Cost of Hiring Individual Staff:

- Hiring one Code Enforcement Officer: \$78,000 to \$110,500
- Hiring Zoning Officers: \$52,000 to \$65,000
- Hiring a Planner: \$91,000 to \$162,500
- Hiring additional support staff: \$45,500 to \$58,500
- **Grand Total:** The combined total annual cost of hiring these personnel would range from approximately \$282,500 to \$439,500.

**Value of Our Proposal:**

Our comprehensive proposal of \$55,000 offers a significant cost advantage, providing the Town of Bristol with exceptional services from experienced and specialized professionals. With our proposal, the Town receives the expertise of three Code Enforcement Officers, two Zoning Officers, and a dedicated Planner, along with support staff, all for a fraction of the cost it would incur if it were to hire individual personnel. The value extends beyond financial savings, as our team brings extensive knowledge of planning and zoning, expertise in code enforcement, and access to an advanced online portal, Cloud Permit, to streamline processes and enhance efficiency. By partnering with the Town of Canandaigua, the Town of Bristol can efficiently address its community's needs, foster growth, and maintain a high standard of public safety, all at an **excellent value of \$55,000**. Additionally, we will include a trained Office Specialist at no additional charge to provide responsive and efficient support whenever residents or developers contact our office.

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**CODE ENFORCEMENT (LEAD):**

There are currently 31 active searches for Code Enforcement by municipalities. During the 2023 year the Town of Canandaigua searched for code enforcement officers. One code enforcement officer we made an offer to at \$85,000 was retained by current municipal employer at over \$100,000. In 2024 I am aware there are five Ontario County municipalities that will be seeking code enforcement due to retirements or movements.

Active Municipal searches:

- Rochester, NY - \$75,007
- Buffalo, NY - \$ 87,738
- Garden City, NY - \$120,000
- City of Geneva, NY - \$ 71,825
- Avg = \$88,643 \***

**Ontario County Current (2022):**

- Gorham - \$ 77,382
- Geneva - \$ 73,734
- Hopewell - \$ 71,720
- South Bristol - \$ 69,721
- Victor - \$ 74,707
- East Bloomfield - \$ 53,560
- Farmington - \$68,132
- Manchester - \$ 61,848
- Naples - \$ 56,070
- Seneca - \$ 69,721
- (T) Canandaigua - \$ 75,000 avg.
- Avg = \$67,407 \***

\* NOTE – theses numbers are salary only and do not include benefits.

NYS CIVIL SERVICE  
REQUIRED  
JOB DESCRIPTIONS



CODE ENFORCEMENT OFFICERMINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in Architecture, Civil or Structural Engineering, Construction Technology or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (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 buildings as a project manager, building contractor or journey level skilled trade\*; OR
3. Graduation from high school or possession of a high school equivalency diploma AND possession of Basic Code Enforcement Training Program Certification, as established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York; OR
4. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE - TRAINING: Candidates appointed to this position be required to complete all mandated training as established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York" and to maintain such certifications throughout the tenure of employment in the position.

\* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.

Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or local fire and/or building code as approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for 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. This may include seeking Court enforcement of orders. A Code Enforcement Officer may supervise the work of a small number of building/zoning personnel and/or clerical personnel. Does related work as required.

Continued on Page 2

CODE ENFORCEMENT OFFICERTYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains records concerning code enforcement activities, including applications received, permits and certificates issued, fees charged and collected inspection reports, etc.;
- May supervise the operation of the municipal building/code enforcement department;
- Inspects 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;
- Provides advice on the State Uniform Fire Prevention and Building Code, municipal building and/or zoning rules and regulations and other relevant State laws and rules to various boards and committees as well as the general public;
- Reviews building permit applications, including building plans, to determine compliance with the New York State Uniform Fire Prevention, Building code, Energy Code, as well as local laws and zoning ordinances
- Inspects existing buildings and structures to ensure conformity with codes;
- Investigates complaints and attempts to resolve problems through consultation and enforcement, if necessary;
- Issues, denies or revokes building permits and certificates of occupancy as required;
- Orders code violations in existing structures to be removed and arranges for condemnation notices to owners and builders for improper or hazardous conditions pursuant to State or local laws;
- Issues written notices to correct unsafe, illegal and dangerous conditions in existing structures;
- May file complaints when appropriate, seeking Court enforcement of various codes.
- May attend basic municipal meetings (i.e. Town, Zoning/Planning Boards, etc.) to make reports, answer questions and provide technical expertise as needed;
- May coordinate review of development projects with other departments;
- Advises the fire department, the DEC and other government entities of problems or developments for which they need to be informed;
- Monitors the activities of electrical inspectors;
- Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of building trades; good knowledge of the New York State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the applications of municipal building codes; good knowledge of Americans with Disabilities Act and other relevant state and federal regulations; ability to enforce provisions of various laws; ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public; ability to use a computer with moderate proficiency and to learn appropriate software programs; ability to read and interpret plans and specifications; ability to plan and supervise the work of subordinate personnel; ability to write clear and concise reports and to maintain records; physical condition commensurate with the demands of the position.

REVISED: 6/1/10; 12/30/15; 1/30/19; 3/6/20, 12/7/20; 2/18/21; 6/15/23

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION



## ZONING INSPECTOR

### MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, as lead worker, or higher, in building construction, and/or the review of plans and specifications; OR
3. An equivalent combination of training and experience as defined by the limits of (1) & (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the inspection of properties and buildings for compliance with local zoning and other land use regulations. The work is routine and is performed independent of immediate supervision. General policy relative to work conditions is established by the local legislative body. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews applications, to determine conformance to local zoning regulations and land use regulations, for building/zoning permits  
 Explains provisions of local land use regulations, procedures to the general public;  
 May issue building/zoning permits as permitted by local regulations;  
 Inspects properties to determine compliance with local land use regulations;  
 May issue violations and act as the enforcement official under the provisions of the local land use regulations and upon the authorization of the local legislative body;  
 May act as liaison staff with local Zoning Board of Appeals, Planning Boards and other advisory bodies;  
 Recommends code modifications and amendments as needed.

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

Thorough knowledge of local zoning and other land use regulations; good knowledge of methods and procedures for construction and alterations of buildings; good knowledge of local, state, and federal laws relative to construction, use of property and local laws affecting health, safety and welfare of the residents of the community; ability to read plans and specifications; ability to operate a personal computer and utilize common office software programs; ability to operate a personal computer and utilize common office software programs; ability to establish and maintain cooperative relations with the public, contractors and public officials; courtesy, firmness, tact; good judgment; good powers of observation; ability to read and write; physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 6, 1997

REVISED: 1/18/19; 9/6/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE  
 PART-TIME – NON-COMPETITIVE

## PLANNER

**DISTINGUISHING FEATURES OF THE CLASS:** This is entry-level professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. These assignments may include being the team leader for individual planning projects and programs or for single aspects of larger projects. Planners may also serve as staff for advisory boards as assigned. This class of positions differs from Senior Planner in level and complexity of assignments. The position is under the general supervision of the Department Head, agency Administration or higher-level department personnel as appropriate. Occasional supervision may be exercised over subordinate planning personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Participates in studies involving research, investigation and analysis of physical, economic, and environmental factors related to municipal, regional or community planning;  
 Prepares materials for meetings, planning and preparation of educational activities, and provides public relations;  
 May serve as staff for advisory boards, provides administrative support, and performs a variety of research projects;  
 Leads planning studies, projects and programs as assigned;  
 Assists in collection, tabulation, and analysis of data, including census statistics, land use, economics, natural resources, etc.;  
 Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;  
 Prepares a variety of maps, charts, advertisements, and other graphics required in support of planning projects being performed;  
 Uses contemporary software in various activities;  
 Performs miscellaneous office work and maintains records of planning unit activities;  
 Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development and other development and planning projects;  
 Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials providing advice and making recommendations;  
 Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;  
 Plans and conducts field studies and surveys as assigned.

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

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, or regional planning; good knowledge of the sociological, physical, economic, environmental design and research factors included in planning; working knowledge of basic research methods and techniques; working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to planning; working knowledge of zoning and subdivision practices; working knowledge of current problems and issues in the field; ability to read site plans, subdivision plans, grading & drainage plans; ability to create and work with complex spreadsheets; ability to prepare complex written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to analyze factual data; ability to exercise discretion and sound ethical judgment; physical condition commensurate with the demands of the position.

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PLANNER

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's degree, or higher, in planning, architecture, landscape architecture, environmental studies, natural resources or closely related field; OR
2. Possession of a Bachelor's degree in planning, architecture, geography, public administration, or a closely related field, AND two (2) years of full-time paid professional experience, or its part-time equivalent, in administering short- and long-range planning of land use, zoning, agricultural land preservation programs, infrastructure, development and subdivision in municipal, regional or urban planning; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

REVISED: 6/6/08, 1/23/19, 3/19/19, 5/24/19; 7/21/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE