

**Part Time  
Civil Service  
Codes Enforcement Position  
The Town of Skaneateles**

**Part Time – 30 hours a week**

**\$21.00/hour – Limited benefits**

**Minimum Qualifications**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering; **or,**

B. Two (2) years of work experience, or its part time equivalent, in the performance of building or fire inspections or code enforcement activities; or in building trades; building construction or repair; **or,**

C. Four (4) years of work experience in firefighting\*, two (2) years of which must have been in a supervisory capacity; **or,**

D. Current certification as a New York State Code Enforcement Official. A copy of certification must be submitted with the application.

\*NOTE: Work experience in firefighting means length of time in calendar years as an active member in good standing in a fire department. This does not have to be full-time experience.

NOTE: At time of appointment, New York State Public Officers Law requires United States Citizenship.

**SPECIAL NECESSARY REQUIREMENT:**

Once appointed, candidates must meet the training and certification requirements set forth by the Office of Fire Prevention and Control. (see section 434.5 – Certification of Code Enforcement Personnel - of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR)).

Attendance will be required at Zoning Board of Appeals Meetings

The appointment will be provisional to fill the vacancy until the competitive Civil Service exam can be taken.

Please send your letter of interest and resume to:

Janet L. Aaron, Town Clerk

24 Jordan Street, Skaneateles, NY 13152

[jaaron@townofskaneateles.com](mailto:jaaron@townofskaneateles.com)

The deadline for submittals is May 12, 2017