

## JOB POSTING

MAY 4, 2026

The Town of Clifton Park has an Opening for the position of Code Enforcement Officer. The position is a full-time, Union position, which will be offered at a Grade 8 with Steps 1-2. The starting compensation will therefore range from \$80,498 - \$81,302, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below. The title is included on the NYS Civil Service HELPS Program list (Hiring for Emergency Limited Placement Statewide) thus will not require an exam for permanent placement.

### CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting town or village officials in the identification and correction of violations of State and local building codes, town zoning laws and ordinances, fire prevention codes and other pertinent laws. Duties are performed under the general direction of the Town Supervisor or the Town or Village Board with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and approves all plans and specifications submitted with permit applications for compliance to building, zoning codes, and fire prevention codes and regulations;  
Issues building permits and certificates of occupancy when meeting all necessary requirements;  
Explains the requirements of the State building code, the local building code, fire prevention codes and the local zoning ordinances;  
Oversees the correction of unsafe conditions and insures that necessary safeguards are taken during construction;  
Investigates complaints and assists in the prosecution of violators of codes and ordinances;  
Testifies in court as a representative of the Town in cases involving code or ordinance violations;  
Gathers data for and maintains a variety of related records and prepares required reports.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern building techniques, materials and tools; good knowledge of State and local building codes, fire prevention codes and zoning ordinances; ability to read and understand plans and specifications; ability to recognize fire hazards; ability to maintain harmonious relations with elected officials and the general public; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a GED and;

- A. Possession of an Associate's Degree with specialization in civil engineering, construction, technology, or a related field, and one (1) year of full-time paid experience in building construction work; OR
- B. Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, or a related field, and one (1) year of full-time paid experience in building construction work; OR
- C. Three (3) years of full-time paid experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades.

Experience as a qualified building inspector can be submitted for an equivalent amount of the above required experience.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete mandated training as required by the Department of the State.

**Individuals Interested in the position should send resume and Town of Clifton Park Employment Application to Supervisor Phil Barrett through Jean Spiegel at [Jspiegel@cliftonpark.org](mailto:Jspiegel@cliftonpark.org), or contact Ms. Spiegel at (518) 371-6651 ext. 240  
Town applications can be found on the Town's website at [cliftonparkny.gov](http://cliftonparkny.gov) in the document center.**