

PLEASE POST

#2025-58

JOB OPENING

**TITLE: BUILDING AND ZONING CLERK
(Contingent/Permanent)**

DEPARTMENT: Building and Plumbing

STARTING SALARY: Pursuant to TCEA Contract

SHIFT: Monday through Friday, 9:00 am through 4:30 pm

DATE: April 8, 2025

DISTINGUISHING FEATURES OF THE CLASS

The work involves the performance of responsible and complex clerical assistance work in a municipal building and zoning office preparing and maintaining building and zoning records and answering questions from the public. General supervision is received from the Building Inspector. Does related work as required.

DUTIES AND RESPONSIBILITIES

Deals with the public in person and by telephone answering questions on fire prevention, building, plumbing, electrical, health, energy, environmental codes and laws;

Reviews architectural plans and drawings for new building additions and alterations and after conferring with Building Inspector, makes decisions regarding compliance with codes and laws and forwards applications to Planning Board when necessary;

Issues all building permits and certificates of occupancy;

Prepares forms and reports for various municipality, county, state and federal agencies in building and zoning areas;

Researches and answers various questions regarding building and zoning codes and regulations;

Checks survey of property, county maps, zoning maps and municipal code for zoning conformance in event of conflict in zoning.

Informs applicants of option to request a variance from Zoning Board of Appeals;

Logs complaints regarding zoning violations;

If violation is found, refers matter to Zoning Officer;

Composes and prepares all clerical work involved in building and zoning area.

FULL PERFORMANCE KNOWLEGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of municipal building and zoning codes, laws and regulations in the building and zoning field. Good knowledge of local municipality including geography and government; ability to interpret maps, blueprints and architectural drawings; ability to deal with the public effectively in a fair and equitable manner; ability to work independently without close supervision; initiative, accuracy; courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical or public contact experience, one (1) year of which required knowledge of zoning regulations and New York State Uniform Fire Prevention and Building Code.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO THE SUPERVISING CODE ENFORCEMENT OFFICER (Richard Coburn).