



City of Saratoga Springs Municipal Civil Service Commission  
5 A Lake Avenue  
Saratoga Springs, NY 12866  
518-587-3550 EXT 2602  
[www.saratoga-springs.org](http://www.saratoga-springs.org)

**\*VACANCY ANNOUNCEMENT\***  
**CODE ENFORCEMENT TECHNICIAN**  
**Provisional**

**ISSUED:** July 3<sup>rd</sup>, 2018

**LAST FILING DATE:** August 3<sup>rd</sup>, 2018

**APPLICATIONS *MUST* BE RECEIVED IN THE CIVIL SERVICE by 1:00p on the last filing date. A résumé will not be accepted in place of a completed application. A vague application will not be interpreted in the applicant's favor. Post mark dates will not be accepted.**

**SALARY:** 2018 Contract \$ 43,126.00

**LOCATION:** City of Saratoga Springs Department of Public Safety

**MINIMUM QUALIFICATIONS:** The following qualification(s) **MUST** be met and clearly stated on the application form on or before the last filing date: **EITHER**

1. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture or a closely related field with similar course curriculum and two (2) years of full-time paid experience in the design, construction, or inspection of buildings, estimator, construction or general contractor; **OR**
2. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and four (4) years of full-time paid experience in the design, construction, or inspection of buildings, estimator, construction or general contractor; **OR**
3. Graduation from a regionally accredited or NYS registered technical institution majoring in building, construction, engineering, architecture or a closely related field with similar course curriculum, and four (4) years of full-time paid experience in the design, construction, or inspection of buildings, estimator, construction or general contractor; **OR**
4. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience in the design, construction, or inspection of buildings, estimator, construction or general contractor.

**Acceptable experience is defined as:** general construction work involving building, repairing and/or modernizing buildings, houses, and other structures. Activities primarily involve the performance of a variety of skilled construction and/or maintenance tasks in areas such as, but not limited to, carpentry, finishing carpentry, rough carpentry, plumbing, erection of a building, masonry.

**SPECIAL NOTE:** Candidates should also be aware that they are required to maintain a valid New York State Driver's license throughout their employment with the City.

**DUTIES:** The focus of this position is to facilitate and insure the safe construction, rehabilitation, repair and maintenance of new and existing buildings and dwellings. This includes but is not limited to the plan review for and the inspection of commercial and business facilities, dormitories, mixed-use buildings, multiple dwellings, and one-and two-family houses. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Saratoga Springs Building and Housing Codes, and all other applicable land use and building codes. This position also requires the inspection of dwellings for compliance with health, safety, and habitability as required by the City of Saratoga Springs Housing Code and the Multiple Residence Law. The work is performed under the general supervision of the Commissioner and Deputy Commissioner of Public Safety and the direct supervision of the Code Administrator. The incumbent does related work as required. Supervision is not a responsibility of this position.

The Code Enforcement Technician shall have the authority to administer and enforce the following provisions of Chapter 240: Article X(signs); Section 240-10.1 through 240-10.5; Article XII (Supplemental Regulations and Expectations), Section 240-12.4 ( Home Occupations), Section 240-12.5 (Junkyards), Section 240-12.7 (Walls and Fences- Obstruction of Intersections), Section 240-12.8 (Swimming Pools; Section 240-12.9 (Garage Sales), Section 12.17( Unsafe Structures)

\*A provisional appointment is pending a NYS Civil Service Exam. The provisional appointee will be required to sign up to take the exam once it is announced, pay the exam fee, pass the exam and rank in the top three (3) grades to secure a permanent appointment. The probationary period does not begin until permanently appointed from the established eligible list. If the provisional appointee does not take the exam, does not pass the exam, or does not rank in the top three (3) grades, the appointment will be rescinded within sixty (60) days and an appointment will be made from the established eligible list.