



JOB OPPORTUNITY TOWN OF WAPPINGER

The Town of Wappinger is seeking a **Municipal Code Enforcement Inspector** to join our Building Department. This position is responsible for enforcing local building and zoning regulations, as well as the New York State Uniform Fire Prevention and Building Code. The successful candidate will conduct inspections of new and existing buildings, review permit applications and plans, investigate complaints, maintain inspection records, and work with property owners, contractors, and residents to ensure compliance with applicable laws and regulations. This position requires strong communication skills, sound judgment, and the ability to work independently in both office and field settings.

TYPICAL WORK ACTIVITIES:

- Review building plans, specifications, and permit applications for compliance with the New York State Uniform Fire Prevention and Building Code, local zoning regulations, and other applicable laws.
- Conduct inspections of new construction, renovations, repairs, and existing structures to verify compliance with approved plans and applicable codes.
- Inspect existing buildings and properties to ensure compliance with fire, building, safety, and zoning regulations.
- Investigate complaints related to code violations and assist with enforcement actions when necessary.
- Maintain accurate inspection reports, records, and documentation.
- Explain building code, zoning, and permitting requirements to contractors, property owners, and the public.
- Issue permits, certificates of occupancy, and other required approvals as authorized.
- Identify unsafe or hazardous conditions and coordinate appropriate corrective actions, including issuing notices or orders to remedy violations.
- Inspect buildings where combustible or flammable materials are stored or used to ensure compliance with applicable fire and safety codes.
- Participate in public education and community outreach activities related to code enforcement.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Applicants must possess a high school diploma or a high school equivalency diploma and meet one of the following qualifications:

A. An Associate's degree or higher in Architecture, Architectural Technology, Building Construction Technology, Engineering, or a closely related field;

OR

B. Two (2) years of paid full-time experience in the construction, rehabilitation, repair, or inspection of residential, commercial, industrial, or mixed-use buildings, or their mechanical and structural systems (such as heating, ventilation, air conditioning, or structural framework);

OR

C. An equivalent combination of education and experience as described above.

ADDITIONAL MINIMUM QUALIFICATIONS:

- Must be NYS Code Enforcement Official (CEO) Certified or ability to obtain certification within 6 months
- Possession of a valid New York State driver's license at the time of appointment and maintained throughout employment.

SALARY: \$55,000-\$70,000/year. Position is paid at an hourly rate equivalent to the range.

EMPLOYMENT STATUS: Full time, 35 hours per week. Monday-Friday 8:30am-4pm. This position is eligible for benefits (medical, dental, vision, etc.).

APPLY AT: Resumes can be emailed to hr@townofwappingerny.gov or you can apply in person at the Town of Wappinger, located at 20 Middlebush Road, Wappingers Falls, NY 12590

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The Town of Wappinger does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.