



INCORPORATED VILLAGE OF NEW HYDE PARK

POSITION AVAILABLE

SUPERINTENDENT DEPARTMENT of BUILDINGS

The Village of New Hyde Park is seeking qualified candidates for the position of Superintendent of Buildings. Superintendent of Buildings will be responsible for coordinating activities within the Building Department.

The Superintendent of the Building Department working under the direction of the Mayor, plays a vital role in preserving and improving the suburban character of the Village of New Hyde Park. The Superintendent is responsible for ensuring the safety of building structures and the compliance with building and zoning codes in the Village. The Superintendent interfaces professionally with residents, contractors and architects. The Superintendent serves as a consultant to the Architectural Review Board, the Zoning Board of Appeals, and the Planning Board. The Building Superintendent coordinates with the Village Prosecuting Attorney in Village Court. The Superintendent provides leadership and direction to the Building Department employees.

Duties to Include:

- Review and issuance of building, plumbing, HVAC, electrical, sign, swimming pool and fence permits based on conformance to the International Building Code and the Village Zoning Code Ordinance.
- Issuance of Certificates of Compliance and Certificates of Occupancy.
- Enforces compliance with Village Building Code
- Conducts investigations and prepares materials for presentation of illegal two-family dwellings and interfaces with prosecuting attorney regarding same.
- Examines plans and makes field inspections.
- Reviews plans and specifications for construction and/or alterations.
- Responsible for the enforcement of building and zoning codes.
- Attend monthly Architectural Review & Zoning Board meetings in an advisory capacity and bi-monthly meetings with Board of Trustees.

Desired Qualifications:

- Field inspection experience as a Building Inspector / Code Enforcement Officer enforcing the Building and Zoning codes with respect to commercial and residential construction.
- Licensed New York State Registered Architect Preferred

Salary: Commensurate with experience
Excellent Benefits



**Apply to: Cathryn Hillmann
Village Clerk-Treasurer
Village of New Hyde Park
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New Hyde Park, NY 11040
(516) 354-0022
NHPclerk@vnhp.org**