INCORPORATED VILLAGE OF EAST HILLS

POSITION ANNOUNCEMENT

SUPERINTENDENT OF BUILDING DEPARTMENT

Nassau County, New York | Civil Service Code: XSK

POSITION OBJECTIVE

The Village of East Hills is seeking an experienced, motivated, and service-oriented professional to lead and manage its Building Department. The successful candidate will be responsible for overseeing all departmental operations, developing and implementing effective policies and procedures, improving customer service, and managing a professional and responsive team. The Superintendent will ensure consistent enforcement of the Village's Building and Zoning Codes, compliance with applicable New York State requirements, and efficient delivery of services to residents, contractors, and the business community.

PRIMARY RESPONSIBILITIES

- Directs, manages, and supervises all Building Department activities, including administrative, clerical, inspection, and support functions.
- Develops and implements departmental policies, procedures, and operational improvements to promote efficiency, accountability, consistency, and excellent customer service.
- Supervises, trains, and evaluates department personnel and promotes a professional, collaborative, and customer-focused work environment.
- Coordinates with the Village Clerk's Office and oversees the processing and issuance of building permits and certificates of occupancy.
- Reviews construction plans, drawings, and specifications for compliance with applicable Building and Zoning Codes.
- Supervises inspections relating to building permits, certificates of occupancy, construction, and alterations, and may personally conduct inspections as necessary.
- Oversees and reviews enforcement of the Village Building Code and Zoning Code and serves as the Village's subject matter expert in related court proceedings.
- Provides recommendations directly to the Board of Trustees and Village Attorney regarding improvements and amendments to existing codes and regulations.
- Advises the Zoning Board of Appeals, Planning Board, and Architectural Review Board (ARB) on the interpretation and application of Building and Zoning Codes.
- Prepares the annual Building Department operating budget for submission to the Board of Trustees and monitors departmental expenditures and operational needs.

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QUALIFICATIONS

- Demonstrated experience in building department administration, municipal government, building inspection, code enforcement, construction management, or a related field.
- Supervisory or management experience, including staff development, performance management, and team leadership.
- Experience developing and implementing policies, procedures, and operational improvements.
- Knowledge of the New York State Uniform Fire Prevention and Building Code, applicable state regulations, and municipal zoning requirements.
- Strong communication, organizational, analytical, and problem-solving skills, with a demonstrated commitment to public service and customer satisfaction.

Preferred Qualifications:

- New York State certification as a Code Enforcement Official (CEO) or other applicable code enforcement certification.
- Bachelor's degree in Architecture or Engineering.
- Experience working in a New York State municipal Building Department.

CIVIL SERVICE REQUIREMENTS

This position is subject to Nassau County Civil Service requirements for the title of **Superintendent of Building Department (XSK)**. Appointment is subject to applicable Civil Service qualifications, examination, and eligibility requirements.

COMPENSATION AND APPLICATION

Salary and benefits will be commensurate with qualifications and experience. Interested candidates should submit a resume and cover letter to:

Village of East Hills Human Resources' Department

Application Deadline: December 10, 2026

The Village of East Hills is an Equal Opportunity Employer.