

Village of Scotia Part-time Village Code Enforcement Officer

The Village of Scotia is seeking applicants for the position of **Part-Time Code Enforcement Officer/Building Inspector**. This is a part-time hourly position with a maximum of 20 hours per week at a rate of **\$32.00 per hour**. This position does not include benefits.

Duties and Responsibilities

The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code, or a local fire and/or building code approved by the State Fire Prevention and Building Code Council. Under general supervision, the successful candidate will review construction plans, issue building permits, perform site inspections, and ensure properties comply with safety and maintenance standards.

Desired Knowledge, Skills, and Abilities

Candidates should possess: thorough knowledge of modern practices, principles, materials, and tools used in building construction, good knowledge of the building trades and principles of fire prevention, good knowledge of the New York State Uniform Fire Prevention and Building Code and local Zoning Code, fundamental knowledge of engineering and architectural principles, ability to read and interpret plans and specifications, ability to prepare clear and concise reports and maintain orderly records, ability to establish and maintain cooperative working relationships with public officials, contractors, and the general public.

Minimum Qualifications

Applicants must possess a New York State Code Enforcement Officer Certification (CEO) and is responsible for enforcing the [NYS Uniform Fire Prevention and Building Code](#) and the State Energy Code. They review construction plans, issue building permits, perform site inspections, and ensure properties comply with safety and maintenance standards.

Valid New York State driver's license

Application Information

Please send resumes to:

David Bucciferro, Mayor
Village of Scotia
4 N. Ten Broeck Street
Scotia, NY 12302

Resumes will be accepted until **June 12, 2026**.