

TOWN OF WAYNE

The Town of Wayne is looking to hire a Code Enforcement Officer as part of the Town's annual organizational appointment process. The position would begin in January, 2025. Compensation is commensurate with experience.

This position's primary responsibility is the administration and enforcement of the Town's Land Use Regulation, Local Adopted Town Laws, the Uniform Fire Prevention and Building Code and the Energy Conservation Construction Code, as outlined by the Department of State and the local municipal code enforcement program. Appropriate code enforcement training as mandated by the Dept. of State, Office of Fire Prevention and Control is required.

Summary of Duties & Responsibilities:

Understand the Uniform Code and the Town of Wayne's Land Use Regulation adopted in 2018 and be able to use them as guides to review construction within the Town of Wayne.

Receive, review and act on all construction and plan applications for the town.

Work with the Planning and Zoning Boards, Watershed Inspector and Administrator, Highway Superintendent and Short-Term Rental administrator to see that all permits are complete and issued before any construction or rental activities begins.

Conduct all required inspections on a timely basis.

Issue and follow up on stop work orders and fines, reinstating permits upon compliance.

Issue violation letters on all septic systems that are past due inspection & conduct property maintenance inspections as required in a timely manner.

Issue violations and fines to short term rental properties that are out of compliance with Town's Short-Term Rental law.

In person attendance at all Town Board meetings with monthly report presentation.

Applicants should return by mail their letter of interest and resume to Angie Serphillips, Town Clerk or drop off to Angie at the Wayne Town Hall located at 9772 Silsbee Road Wayne, N.Y. 14830 by Friday December 20th.