

The Town of Saugerties (TOS) is now accepting applications for the part time employment of a Code Enforcement Officer. Listed are the following responsibilities and Qualification/requirements to be eligible for employment.

Core Responsibilities

- **Permitting & Plan Review:** Evaluate architectural blueprints and construction documents to ensure compliance with all New York State Codes.
- **Site Inspections:** Conduct routine on-site inspections at various construction stages to verify the work aligns with approved plans and safety standards.
- **Code Enforcement & Investigation:** Respond to citizen complaints and proactively investigate properties to ensure adherence to property maintenance, fire prevention, and zoning regulations.
- **Compliance Management:** Issue corrective notices, citations, stop-work orders, and condemn unsafe structures. Prepare evidence and provide testimony for court or board hearings if necessary.
- **Documentation & Certification:** Maintain accurate records of inspections, permits, and violations. Issue Certificates of Occupancy upon successful completion of projects.
- **Public Outreach:** Advise property owners, architects, and contractors on local building codes and the permitting process to prevent violations.
- Must be able to work in collaborate group settings

Qualifications & Requirements

- **Education & Experience:** Minimum of a High school diploma or GED
- **Certifications:** Must obtain or have the Basic Code enforcement training course 9A25-2604, intro to Code enforcement practices as well as the 9C25-2605, inspection procedures for existing structures within one year of employment with the TOS
- **Technical Skills:** Ability to read and interpret complex blueprints, structural diagrams, and technical code manuals.

- Communication & Conflict Resolution: High-level interpersonal skills to manage difficult interactions with non-compliant property owners or frustrated developers.
- Work Environment: This role balances time between a municipal office (reviewing plans, processing permits) and the field (driving between sites, conducting inspections). Fieldwork requires physical mobility, the ability to work in varying weather conditions, and the stamina to climb ladders or navigate active construction zones.

If you would like to fill out an application, the package can be picked up in person at the Town of Saugerties Building Department Office, 4 High Street, Saugerties You may also pick up an application package at the Town Clerks Office, 4 High Street, Saugerties or online at <https://saugertiesny.gov/misc/buildingdepartment> (bottom of page). Application packages are available Monday thru Friday, between the hours of 9 a.m. to 4 p.m. Questions, please call the Building Department at (845) 246-2800 ext 333 The deadline for submission of a resume/letter of interest is Wednesday June 17, 2026. Salary commensurate with qualifications and experience. Hours of employment are flexible and must be agreed upon with Department Head and Town Board Supervisor and or Town Board Liaison