

**Village of Mineola
Superintendent of Buildings**

The Village of Mineola is accepting resumes from qualified individuals for the position of Superintendent of Buildings. The Village consists of 21,000 residents with approximately 5,500 parcels with a variety of residential, multifamily and commercial properties. The Village desires an individual who is organized, innovative, a team player, technologically savvy and able to think outside the box. The successful candidate should be well versed in all aspects of the NYS Building and Fire codes and must be a NYS Certified Code Enforcement Official (CEO). Qualifications and experience required include but not limited to the following:

- Experience with municipal government and interpreting Village Codes
- Experience in working with Mayor, BOT and the various Village Boards. Attending night meetings as necessary will be required
- Experience and knowledge of building and permitting management systems
- Experience in relation to single family homes to large scale multifamily and commercial properties
- Experience conducting plan reviews, issuing denial letters, inspections, and closing out permits and issuing CO's
- Ability to coordinate with 3rd party consultants when necessary
- Ability to manage an extremely busy office
- Ability to communicate clearly with the public and applicants
- Ability to multitask to ensure applications are processed, reviewed and permits/denials issued in a timely fashion
- Able to work well and fairly with various stakeholders in the Village
- Work with partners in government to assist in moving projects along
- Implementation of upgrading filing and permitting systems a plus

Resumes to be submitted via email to brivera@mineola-ny.gov

Salary commensurate with experience