

CITY OF GLEN COVE

NOTICE OF VACANCY

THE CITY OF GLEN COVE
announces that a vacancy exists in the Building Department with the

BUILDING INSPECTOR

Grade: 17 **Starting Salary:** \$63,894 Annually **Max of Grade:** \$105,896 Annually

Classification: Competitive: **IMPORTANT:** This position will be filled provisionally until such time as it can be filled permanently from an eligible list created based on the result of a Civil Service exam. Any person receiving a provisional appointment is considered temporarily appointed and may be terminated at any time. Any provisional employee must apply for and take the appropriate exam. Passing an examination and being "reachable" for appointment while requirements for receiving a permanent appointment do not guarantee a permanent appointment; any candidate that is reachable on the eligible list may be appointed permanently. Applicants that are qualified for this present vacancy that are not selected can still apply for the Civil Service exam once posted.

Distinguishing Features of the Class: This is highly technical work involving responsibility for the review and approval of plans and specifications submitted with applications for building permits and for inspecting buildings both erected and under construction or repair for compliance with approved plans and specifications, the local building code, the zoning ordinance, the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law and other laws applicable to building contractors and to the general public. Incumbents do not have responsibility for the examination of plans, for the construction, or for the inspection of large scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. Duties are performed under the general supervision of the Director of the Building Department with considerable latitude permitted for the exercise of independent judgment. Supervision may be exercised over technical and clerical assistants. Does related work as required (see page 2 for additional information).

Minimum Qualifications: (A) A Bachelor's Degree in engineering or architecture AND two (2) years of experience in building construction work; OR (B) An Associate's Degree in engineering or architecture AND four (4) years of experience in building construction work; OR (C) Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience in building construction work.

Applications: Applications must be received in the Personnel Office by: Friday, September 11, 2026. Applications for this position may be obtained from the Personnel Office in City Hall, Room 205 located at 9 Glen Street, Glen Cove, NY 11542.

This posting is for filling a position provisionally pending the outcome of a Civil Service examination to be held in the future. City of Glen Cove residents and current City of Glen Cove employees may take preference. For more information about Civil Service employment, call (516) 676-4814.

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued:8/25/2026)

Typical Work Activities: Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits; Issues building permits and furnishes the prescribed certificates of occupancy upon approval of application; Inspects buildings and structures both erected or in the process of construction or repair for the compliance with approved plans and specifications and all requirements of applicable ordinances and laws; Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction; Represents the City at all Planning and Zoning Board meetings including regular and special meetings during evening hours; Maintains a record of acts, decisions, job meetings and inspections and provides the Director of the Building Department with a report on the outcome of inspections and a summary of meetings; Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits for presentation to Mayor and City Council; Explains the requirements of the local building code, the local zoning ordinance, the New York State multiple residence law and other applicable laws to building contractors and to the general public; Performs research and attends trainings to keep current with modern construction methodologies and applicable laws, codes and ordinances; Assists in assuring that all contractors meet necessary licensing requirements of New York State and the City; Maintains all New York State Code Compliance Certifications; Orders unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners and builders of improper or hazardous structures and issues stop work orders; Inspects existing buildings and structures to insure their conformity with safety standards; May coordinate with the Department of Code Enforcement investigations of complaints assisting in prosecuting violations of the building code and zoning ordinance.

Required Knowledge Skills and Abilities: Thorough knowledge of modern practices, principles, materials and tools used in building construction; Thorough knowledge of the requirements of the local building code and the zoning ordinances; Good knowledge of the building trades; Good knowledge of the New York State Multiple Residence Law; Working knowledge of the principles of engineering and architecture; Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; Ability to read and interpret plans and specifications; Ability to plan, assign and supervise the work of others; Ability to communicate clearly and effectively both orally and in writing; Ability to be firm but courteous; Integrity; Honesty; Tact; Good judgment; Physical condition commensurate with the demands of the position.



GLEN COVE CIVIL SERVICE COMMISSION
9 Glen Street, Glen Cove, NY 11542
Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

GCCS-1E (5/18)

PRINT IN INK OR TYPE PHOTOCOPY/FAX NOT ACCEPTABLE

1. (You must notify this commission immediately - in writing - of any change of name or address.)

LAST NAME	FIRST NAME	M.I.
STREET ADDRESS		
CITY	STATE	ZIP
MAILING ADDRESS (if different) Attach written explanation.		

2. CONTACT

INFORMATION

HOME ()

MOBILE ()

EMAIL

3. SOCIAL SECURITY NO.

4. LICENSES AND CERTIFICATIONS

Do you possess a valid N.Y. State Driver's License? ☐ YES ☐ NO

If "YES" indicate class: _____

Do you have a license or certificate to practice a trade or profession? ☐ YES ☐ NO

If "YES" indicate type: _____

If required for the position sought, you must attach a copy of your license/certification.

Position Applied For: Building Inspector 2026

Civil Service Use Only:

☐ *Approved* ☐ *Rejected* ☐ *Cond.*

"YES" answers to the following questions must have written explanations attached.

- 5.** Do you object to this Commission making inquiry about your character and qualifications from your present employer? ☐ YES ☐ NO
- 6.** Have you ever had a driver's license suspended or revoked? ☐ YES ☐ NO
- 7.** Have you received any summons for traffic violations within the past three years? ☐ YES ☐ NO
- 8.** Except for the above traffic offenses, have you ever been convicted of any violation, misdemeanor, or felony? ☐ YES ☐ NO
- 9.** Are there any criminal charges pending against you at this time? ☐ YES ☐ NO
- 10.** Were you ever dismissed from employment for reasons other than reduction in staff? ☐ YES ☐ NO

11. EDUCATION:

Do you have a High School or Equivalency Diploma? ☐ YES ☐ NO

If yes, name & location of H.S. or issuing authority: _____

If no, indicate grade completed: _____

Was proof ever submitted to this office? ☐ YES ☐ NO

If special coursework is required for this position/exam, you must attach written details.

NOTE: Where college education is required, if not already on file, you must have your school send an official transcript directly to this office.

College education from a foreign country must be evaluated by an accredited evaluation service, and an original report sent by them to this office.

Type of School	School Name, State	Dates Attended From – To (Mo./Yr.) (Mo./Yr.)	Type of Course/Major	Did you Graduate?	Date Degree/ Diploma Received	No. of Credits Received	Type of Degree	Was proof submitted to this office? Yes (date) or No
College, University, Professional, Technical, or Trade		-						
		-						
		-						
		-						

12. DECLARATION: I declare, subject to the penalties of perjury, that I have examined all statements made in this application (including statements made in accompanying papers) and to the best of my knowledge all statements are true and correct.

⇒ **Applicant's Signature:** _____ **Date:** _____

13. EXPERIENCE: Describe here all relevant experience (including volunteer or military) starting with the most recent. Include all employment for the last five years, as well as any relevant experience prior to that. (If not employed during part or all of last five years, so state). In addition, you **MUST**:

1. Under "Duties" describe work personally done by you.
2. Estimate percentage of time spent on all work.
3. Indicate size & type of workforce supervised, if any, and extent of supervision.
4. If more than one title at same employer, list as separate employment.
5. If more space is needed, attach extra 8 ½ x 11 sheets of paper.
6. **This section must be completed even if a résumé is submitted.**

(a) Employer – Name/Address	Type of Business	Dates you worked there From (Mo./Yr.) To (Mo./Yr.)	Hours worked per week	Name and title of your supervisor
		-		
Your title: Reason for leaving: Duties:				
(b) Employer – Name/Address	Type of Business	Dates you worked there From (Mo./Yr.) To (Mo./Yr.)	Hours worked per week	Name and title of your supervisor
		-		
Your title: Reason for leaving: Duties:				
(c) Employer – Name/Address	Type of Business	Dates you worked there From (Mo./Yr.) To (Mo./Yr.)	Hours worked per week	Name and title of your supervisor
		-		
Your title: Reason for leaving: Duties:				
(d) Employer – Name/Address	Type of Business	Dates you worked there From (Mo./Yr.) To (Mo./Yr.)	Hours worked per week	Name and title of your supervisor
		-		
Your title: Reason for leaving: Duties:				