VILLAGE OF GREENPORT

NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the seasonal, part-time position of Code Enforcement Officer.

Applications will be accepted until June 30, 2020 and should be directed to Village Clerk Sylvia Pirillo, at spirillo@greenportvillage.org or via mail or hand-delivery to:

   Village Hall at 236 Third Street, Greenport, New York, 11944

TYPICAL WORK ACTIVITIES

• Patrols the Village by foot or automobile and notes violations of local codes.
• Investigates complaints referred by the public, Village Management or other agencies.
• Investigates reports of violations of local codes.
• Notifies Police Department immediately when criminal are witnessed.
• May testify in court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

• Thorough knowledge of local laws.
• Good knowledge of the geography of the Village.
• Ability to prepare activity and case reports, if needed.
• Ability to deal with public in an impartial and tactful manner.
• Ability to deal with people under stress.
• Ability to express oneself clearly and concisely.
• Must possess a valid driver’s license, and must be able to operate a motor vehicle.

APPLICANTS MUST BE ABLE TO WORK A VARIABLE/FLEXIBLE SCHEDULE INCLUDING: SOME WEEK DAYS, WEEKENDS & HOLIDAYS.

The hourly wage rate is commensurate with experience, and ranges from $ 15 per hour to $ 20 per hour.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.