

**THE VILLAGE OF LARCHMONT, NY**  
invites qualified candidates to apply for the position of

**BUILDING INSPECTOR**

Salary: \$140,000-\$160,000

# About the Village of Larchmont





# Small-town charm with big-city access.

Nestled along the shores of Long Island Sound, the Village of Larchmont is a picturesque community that blends small-town charm with easy access to the heart of New York City. With its scenic waterfront, vibrant downtown, and rich historical roots, Larchmont offers a truly exceptional place to live, work, and explore.

Larchmont's story stretches back centuries. Originally settled by the Siwanoy Indians, an Algonquin tribe drawn to the Sound's rich coastal resources, the area later caught the eye of a Dutch sea captain in 1614 who noted campfires along what is now Manor Park. By the 19th century, Larchmont had become a favored retreat for New York's elite, celebrated for its sea breezes and natural beauty. Many of the grand Victorian "summer cottages" from that era still line the tree-shaded streets today, a reminder of the village's storied past.

Today, Larchmont is one of Westchester County's most desirable communities, balancing New England charm with modern amenities. Just 35 minutes from Grand Central Terminal, the Village offers seamless rail access to Manhattan, along with convenient regional connections via I-95 and U.S. Route 1. Scenic and community highlights include:

- **Manor Park** – A private, resident-managed coastal park with sweeping water views, rocky shorelines, and winding walking paths perfect for quiet reflection or family gatherings.
- **Downtown Districts** – West of Boston Post Road, two lively commercial hubs feature award-winning dining, boutique shopping, and year-round community events that draw visitors from across the region.
- **Historic & Civic Pride** – The Village Hall, public library, and beloved Flint Park reflect a deep sense of heritage and community spirit that continues to define Larchmont.

Whether you're strolling along the waterfront, enjoying a concert on the green, exploring independent shops, or commuting into Manhattan with ease, life in Larchmont is as enriching as it is convenient. Families, professionals, and visitors alike are drawn to its mix of history, culture, and community pride—making the Village of Larchmont a place to truly call home.





## LARCHMONT, NY

### Quick facts:

- **Village Population:** Approximately 6,542 residents
- **Location:** Westchester County, New York, roughly 18 miles northeast of Manhattan (35-minute train ride from Grand Central Terminal in Manhattan).
- **Village Government Structure:** Mayor and Board of Trustees, with a Village Administrator that oversees the day-to-day operations and who manages most of the Departments
- **Department Structure:** Four full-time employees (including the Inspector) and the opportunity to host interns
- **Annual Department Budget:** ~ \$381,000
- **Median Household Income:** ~ \$161,000
- **Education:** Local school districts, private institutions, College of New Rochelle, Manhattanville University, Sarah Lawrence College, Purchase College, Iona University.
- **Common Employment Sections:** Healthcare & Social Assistance, Educational Services, Professional, Scientific, & Technical Services; Finance & Insurance; and Information
- **Notable Attractions:** Constitution Park, Flint Park, Larchmont Manor Park, Manor Park Dog Beach, two vibrant downtown business districts with many shopping and dining options and more. Times Square (New York City) is just 21 miles away and easily accessible by car and train in less than an hour.



# The Ideal Candidate





## Building on a strong foundation for Larchmont's future.

The Village of Larchmont is seeking a knowledgeable and detail-oriented professional to serve as its next Building Inspector—a leader who can oversee plan reviews, construction inspections, and code enforcement with expertise and integrity.

The ideal candidate brings a strong technical foundation, supported by several years of on-site construction experience or a degree in engineering, architecture, or construction technology/management, supplemented by field and inspection work. New York State Code Enforcement certification is required, along with a commitment to ongoing professional development.

This individual demonstrates a comprehensive knowledge of building codes, zoning and plumbing ordinances, and the New York State Multiple Residence Law. They are skilled at interpreting plans and specifications, identifying potential violations, and ensuring that safety and quality standards are met.

Strong communication skills are essential. The successful candidate will be able to explain complex code requirements clearly and effectively to contractors, architects, public officials, and residents. They will exercise sound judgment, tact, and professionalism—balancing firmness in enforcement with courtesy and respect.

The role also requires the ability to work independently and collaboratively. Supervising technical and clerical staff, maintaining accurate records, preparing reports, and applying modern technology are all part of the position. Physical fitness, reliability, and a valid New York State driver's license are required.

Above all, the Village seeks a professional who is dedicated to public safety, quality construction, and adherence to legal standards, while fostering cooperative relationships throughout the community.





## Key Competencies and Characteristics

Success in this role requires a balance of technical expertise, sound judgment, and community-minded leadership. The next Building Inspector must bring not only deep code knowledge and inspection skills, but also the ability to guide staff, communicate clearly, and uphold the Village's commitment to safety, integrity, and quality.

### Code Knowledge and Application

Possesses a strong understanding of New York State building, plumbing, zoning, and housing laws, and applies them accurately to ensure safety and compliance.

### Plan Review and Inspection

Reviews architectural and engineering plans for compliance prior to construction and performs inspections at all stages to confirm work is performed to code.

### Problem Solving and Decision Making

Identifies deficiencies or hazards quickly, assesses risk, and issues clear directives to bring projects into compliance while balancing practicality and safety.

### Technical Proficiency

Uses modern technology and tools for drafting reports, tracking inspections, and maintaining records, ensuring efficient and transparent operations.

## Exemplary Leadership

This role will have the opportunity to build a department and will provide oversight and guidance to staff, delegating effectively while ensuring accuracy, timeliness, and accountability in department operations.

## Report Writing and Documentation

Prepares well-organized, legally defensible reports and records that clearly document inspections, violations, and enforcement actions.

## Public Safety Focus

Maintains a strong sense of responsibility for protecting the health, safety, and welfare of the community, always prioritizing safety in decision-making.

## Regulatory Compliance

Ensures that construction practices meet not only local and state regulations but also relevant federal standards, safeguarding the integrity and quality of building projects.





# Opportunities and Challenges



As the Village of Larchmont prepares for its next chapter, we are seeking a forward-thinking and solutions-driven Building Inspector who will embrace a unique opportunity to help shape the future of a vibrant and historic community. While Larchmont enjoys a strong sense of identity, engaged residents, and a commitment to excellence, several critical areas require focused leadership, thoughtful planning, and transformative action.

## Some key challenges the successful candidate will encounter include:

### **Establishing a New Department**

Building out an effective department from the ground up, including creating consistent processes, hiring and training staff, and setting expectations for service delivery.

### **Balancing Growth and Compliance**

Supporting revitalization in the commercial district while ensuring that new projects adhere to building codes, zoning ordinances, and safety standards.

### **Managing Stakeholder Expectations**

Navigating competing interests of developers, business owners, residents, and municipal officials during the implementation of the Commercial Area Plan.

### **Regulatory Complexity**

Staying ahead of evolving state and federal codes, building trends, and environmental considerations, and translating these requirements into local enforcement practices.

### **Resource Constraints**

Delivering high-quality inspection and enforcement services within the limits of a municipal budget and available staffing.

### **Change Management**

Leading cultural and procedural change as the Village modernizes its planning and inspection processes, while maintaining trust and buy-in from staff, elected officials, and the public.





# Strategic Opportunities

Amid these challenges lies a wealth of opportunity for the right leader to make a lasting impact:

## Department Building and Leadership

Establish the foundation of a modern, efficient building department by developing policies, procedures, and workflows that will shape its culture and long-term success.

## Commercial Area Plan Implementation

Play a key role in bringing the Village's updated Commercial Area Plan to life by ensuring new development and redevelopment projects align with zoning, code requirements, and community vision.

## Community Impact

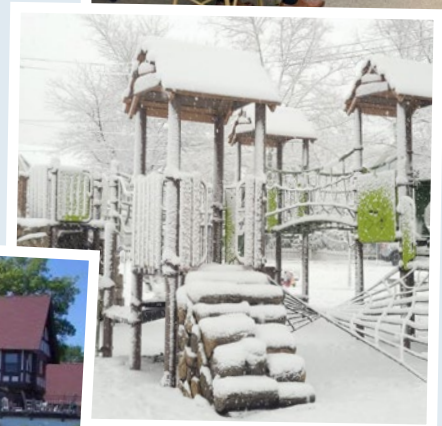
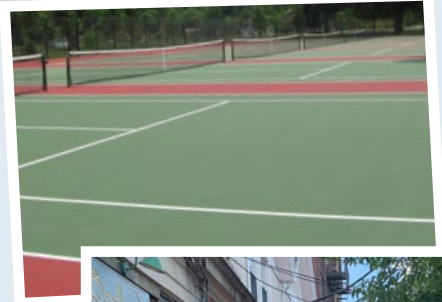
Strengthen public trust and safety by ensuring high standards of construction quality and compliance, while supporting economic development in the Village's growing commercial district.

## Staff Development and Mentorship

Recruit, train, and mentor technical and clerical staff, building a high-performing team that reflects professionalism, fairness, and customer service.

## Collaborative Influence

Partner with municipal leaders, planning boards, developers, and residents to balance growth with safety, historic character, and sustainability.





# Job Description





# **BUILDING INSPECTOR**

## **VILLAGE OF LARCHMONT, NY**

**Salary:** \$140,000 - \$160,000

**Benefits:** Comprehensive benefits package, including New York State Health Insurance Plan (NYSHIP) / The Empire Plan

**Location:** Larchmont, NY

**Reports To:** Village Administrator

**Application Deadline:** 10/24/25 for first review of resumes.  
Position will remain open until filled.

The Village of Larchmont is seeking a skilled and certified Building Inspector to lead code enforcement and building safety functions for the community. Reporting to the Village Administrator, this role is responsible for reviewing and approving plans, issuing permits, conducting inspections, and ensuring compliance with state and local codes. The Building Inspector will oversee both new construction and existing structures, safeguarding public safety while supporting high-quality development.

This position also plays a leadership role within the Building Department, supervising technical and clerical staff, modernizing processes, and maintaining accurate, transparent records. The Building Inspector serves as a resource to contractors, architects, property owners, and residents, explaining code requirements clearly and fairly while upholding the Village's standards of integrity, safety, and service.





## Key Responsibilities

- Review and approve plans, drawings, and specifications for compliance with building, plumbing, zoning, and state codes.
- Conduct inspections at all phases of construction, renovation, and repair to confirm adherence to approved plans and safety standards.
- Issue building permits and certificates of occupancy; review amendments during construction as needed.
- Investigate complaints of unsafe or non-compliant conditions and take enforcement actions, including orders for correction or condemnation.
- Inspect existing buildings to ensure ongoing safety and compliance.
- Maintain complete records of inspections, violations, permits, and fee collections; prepare regular reports for Village leadership.
- Use modern technology to track inspections, manage scheduling, and produce documentation.
- Supervise staff, manage departmental operations, and ensure accountability and timeliness.





## Qualifications

### Education & Certification

- High school diploma or equivalent required.
- Certification as a Code Enforcement Official under NYCRR Part 1208 is required and must be maintained.

### Experience

- Six (6) years of building construction or investigative code enforcement work, including at least one (1) year in a supervisory or contractor role; or
- A Bachelor's degree in Engineering, Architecture, or Construction-related field with two (2) years of design, construction, or supervisory experience.
- Equivalent combinations of education and experience may be considered (see substitution guidelines).

### Special Requirements

- Valid New York State driver's license.
- Residency in New York State at the time of appointment (local residency requirements may apply).
- Commitment to ongoing training to maintain certification.

### Knowledge, Skills & Attributes

- Strong knowledge of construction materials, building methods, plumbing, and inspection techniques.
- Thorough understanding of New York State and local building, zoning, and plumbing codes.
- Ability to read and interpret plans and specifications, prepare reports, and maintain accurate records.
- Clear, respectful communicator with contractors, architects, officials, and residents.
- Sound judgment, integrity, and professionalism—firm in enforcement, courteous in approach.

# How to Apply

To express interest, please submit a cover letter, resume, and list of three (3) professional references via email. For clarity in document handling, please format your files as follows:

- FirstName LastName resume
- FirstName LastName cover letter
- FirstName LastName references

All application materials will be held in confidence and should be sent to:

[ian@pracademicpartners.com](mailto:ian@pracademicpartners.com)

Subject line: **Building Inspector - Village of Larchmont**

Employment is contingent upon a background check, drug and medical screening, and verification of Village of Larchmont residency at the time of hire. This position is considered open until a final selection is made. Candidates are strongly encouraged to apply by **10/24/25** for first review of resumes. Position will remain open until filled.

If you currently are not on the Westchester County Civil Service Canvas List for Building Inspector, you will be considered for employment on a Provisional basis until the next Civil Service exam for Building Inspector occurs and will need to earn one of the top three scores on the exam to be considered for Permanent status.

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Pracademic Partners is assisting the Village of Larchmont with this executive search.

For inquiries or nominations, please contact:

Dr. Ian M. Coyle, ICMA-CM

585.943.0589

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*Village of Larchmont is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.*