

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel and/or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;

Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration and enforcement of the various codes, laws, etc.;

Supervises, coordinates and may participate in the inspection of various stages of construction, and upon completion of construction of buildings and structures;

Issues, denies, or revokes building permits and certificates of occupancy, as required;

Issues written notices to correct unsafe, illegal or dangerous conditions in existing properties and structures;

Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;

Evaluates, for approval and disapproval, the credentials of inspectors not employed by the municipality, but selected by the person or firm who has applied for the building permit;

Upon approval, the Code Enforcement Officer may accept written reports from such alternate certified inspectors;

Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;

Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports, and notice and orders issued;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Ability to write clear and concise reports and to maintain records in an orderly manner; a good general knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the principles of fire prevention; ability to establish and maintain cooperative relationships with other public

officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; tact; good judgment; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from a standard Senior High School or possession of a high school equivalency diploma and either:

- (A) Possession of an Associate's Degree with specialization in civil engineering, construction technology or a related field; OR
- (B) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, electrical or related trade; OR
- (C) Two (2) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trade; OR
- (D) Successful completion of the New York State Division of Code Enforcement and Administration mandated training for Code Enforcement Officers; OR
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

Experience as a Municipal Building Inspector, Assistant Building Inspector or other qualified public official whose duties included the inspection of buildings and issuance of building permits can be submitted for an equivalent amount of the above required experience.

SPECIAL NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

SPECIAL QUALIFICATIONS: Ability to climb stairs and ladders.

Code Enforcement Officers, part-time, NC in the Town service
Code Enforcement Officers, part-time, NC in the Village service
Code Enforcement Officer, part-time, C in all other divisions
Code Enforcement Officer, full-time, C in all divisions

Revised 10/26/2009; 7/7/2010, draft 8/4/2017; 8/25/2017