

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing the enforcement of activities required for compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general direction of the County Administrator with leeway allowed for the use of independent judgment in carrying out details of the work. Supervision is exercised over the work of Building Inspectors and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises assignments and workflow in a municipal code enforcement office;

Assigns specific inspections to subordinate personnel to insure adequate coverage and reporting of inspection areas;

Coordinates follow-up activities pertaining to the investigation of violations of the Fire and Building Code;

Interviews property owners, contractors, tenants, and complainants in determining nature of violations and initiation of appropriate corrective action;

Conducts hearings to resolve disputed matters involving the application or administration of the Fire and Building Code;

Issues decisions and advises on matters relative to interpretation of the New York State Fire and Building Code;

Supervises, coordinates, and participates in the inspection of various stages of construction of buildings and structures, particularly when the assignment involves more difficult and complex inspection work;

Issues building permits, certificates of occupancy, and corrective action reports;

Supervises the maintenance of office records and reports; Assists in the orientation and training of Code Enforcement staff;

May appear before the legislative committee and community groups to explain policy and procedures used in code enforcement;

Prepares a variety of records and reports relevant to code enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction;

Thorough knowledge of the New York State Uniform Fire Prevention and Building Code;

Thorough knowledge of the principles and methods of fire prevention.

Good knowledge of the legal procedures used in enforcement of the codes;

Good knowledge of the principles and methods of field inspection;

Ability to plan and supervise the work of others;

Ability to read and interpret blueprints, surveys, maps, plans and specifications;

Ability to communicate effectively both orally and in writing;

Ability to deal effectively with the public;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Fully Certified NYS Code Enforcement Officer; or
- b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and three (3) years of experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and/or compliance with codes; or
- c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (b); or
- d) An equivalent combination of training and experience as defined by the limits of (b) and (c).

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.