

ASSISTANT CODE ENFORCEMENT OFFICER

171-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the enforcement of laws, ordinances, and regulations monitoring housing construction, safe occupancy of buildings, zoning requirements, and other local law, codes, or rules requiring enforcement activities. Duties will include enforcement of the Uniform Fire Prevention and Building Code, the Multiple Residence Code, and such other local law, codes, or rules as are established to monitor housing construction, building activities, and building occupancy. Work is performed under general supervision of the Code Enforcement Officer and in accordance with policy of the legislative body.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the operation of the municipal buildings and code enforcement functions;

Reviews plans and specifications submitted with building permit applications to determine compliance with the Uniform Fire Prevention and Building Code or other zoning requirements;

Inspects buildings and structures under construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Reviews plans and performs inspections of large scale construction;

Prepares building permits and Certificates of Occupancy for signature by the Code Enforcement Officer;

Checks permit applications for compliance with zoning ordinances, restrictions for signs and buildings, or to determine the necessity of a zoning variance;

May inspect piping, traps, fixtures, and drainage to see that the work is being carried out in

accordance with approved plans and specifications and applicable ordinances and laws;

Provides information about code and zone requirements;

Conducts a variety of inspections relating to building construction, safe storage of materials, and

building occupancy issues;

Notifies the Code Enforcement Officer of unsafe conditions existing in buildings and structures, and

assists in preparing condemnation notices or other documents;

Monitors buildings and structures during construction and notifies the Building Inspector of the need

to issue orders for the correction of illegal or unsafe conditions;

Investigates complaints and assists in prosecution violations of the Uniform Fire Prevention and

Building Code or zoning requirements;

Maintains a variety of records, logs, files, reports, and other documents relating to enforcement

activities, including reports of buildings/structures erected or altered, number of permits

issued, fees collected, etc;

Assists in the enforcement of other local laws, and rules requiring enforcement activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern principles, practices, materials, and tools used in building

construction; good knowledge of the requirements of the Uniform Fire Prevention and Building

Code and zoning ordinances; good knowledge of proper building practices; good knowledge of the

New York State Multiple Residence Law; good knowledge of the principles of engineering and

architecture; good knowledge of the principles and practices governing the storage and distribution

of combustibles; ability to interpret and understand complicated written material such as statutes, codes, or regulations; 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 with the public; honesty and integrity; thoroughness; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Engineering, Architecture or a related field; or
- (B) Four (4) years of experience in building inspection, code enforcement, building construction, building architecture, or a related field; or
- (C) An equivalent combination of training or experience as described in (A) and (B) above.

NOTE: This class requires a valid appropriate class driver's license or reasonable access to transportation to meet field work requirements in a timely manner during the ordinary course of business.

SPECIAL REQUIREMENT: Within a period of one year, an appointee must acquire a certificate indicating successful completion of basic or advanced code enforcement training as set forth in 19 NYCRR Part 434.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 7/19/96

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised in Classplan: 10/5/2022

Revised and Replaced in Classplan: 10/1/2024 (Edu)