

CODE ENFORCEMENT OFFICER

171-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing activities performed by a municipality in connection with enforcement of zoning requirements, building codes, and other local laws, codes, or rules requiring enforcement activities. Duties will include review of plans and specifications submitted with applications for local building permits for new construction projects, inspection of commercial establishments and/or assembly areas, enforcement of the Uniform Fire Prevention and Building Code, the Multiple Residence Code, and other local codes as are established by the municipality. Supervision is exercised over all staff assigned to the zoning, building inspection, and code enforcement functions. Work is performed under the general direction of the chief administrative 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.*

Supervises the operation of the municipal building department;

Reviews plans and specifications submitted with building permit applications for compliance with
the Uniform Fire Prevention and Building Code or 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;

Issues building permits and Certificates of Occupancy after completion of construction or
repair activities;

Checks permit applications for compliance with zoning ordinances, restrictions for signs and

buildings, or to determine the necessity for 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;

Explains the requirements of the Uniform Fire Prevention and Building Code and zoning to building

contractors and the general public;

Inspects all buildings which contain a combustible or ignitable substance whether stored, available

for sale, used for heating or cooking, or any other reason for compliance with the

Uniform Fire Prevention and Building Code Act;

Inspects existing buildings and structures to insure conformity with safety standards;

Orders unsafe conditions in existing buildings and structures to be removed and arranges for

condemnation notices to owners of hazardous buildings and structures;

Monitors buildings and structures during construction and orders the correction of illegal or unsafe

conditions;

Investigates complaints and assists in prosecuting violations of 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;

Enforces other local laws, codes, and rules requiring enforcement activities;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

ERISTICS: Thorough knowledge of modern principles, practices, materials and tools used in building construction; thorough knowledge of the requirements of the Uniform Fire Prevention and Building Code and zoning ordinances; good knowledge of proper building practices; thorough knowledge of the New York State Multiple Residence Law; good knowledge of local laws and ordinances which require enforcement activities; good knowledge of administrative techniques and management functions; good knowledge of the principles of engineering and architecture; thorough 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, plumbing contractors, and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous with the public; honesty and thoroughness; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, or a related field, and two (2) years of experience in building inspection, code enforcement, building construction, building architecture, or a related field; or
- (B) Six (6) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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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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Revised and Replaced in Classplan: 1/3/2023
Revised and Replaced in Classplan: 12/10/2024 (Edu)

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A