

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing activities performed by a municipality in connection with the enforcement of zoning requirements, ordinances, or local laws requiring enforcement activities. The Enforcement Officer may assist the Building Inspector and/or Code Enforcement Officer in enforcing the Multiple Residence Code, the Uniform Fire Prevention Code and/or other codes to monitor housing construction, building activities, and building occupancy. Work is performed under general supervision in accordance with established procedures with leeway for independently performing many of the duties of the position.

**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 manner of construction, reconstruction, and repair of sidewalks to determine that appropriate construction standards are used;

Inspects properties to identify the owners or occupants of premises in which there are sidewalk maintenance requirements;

Issues or denies permits;

Issues notices to correct unsafe, illegal, or dangerous conditions;

Enforces ordinances relating to the use of streets, highways, sidewalks, and public places;

Enforces ordinances relating to dumping prohibition and/ or regulation;

Assists the Building Inspector and/or Code Enforcement Officer to insure compliance with building codes, fire prevention codes, or the Multiple Residence Code;

Collects fees and accounts for monies received;

May provide assistance in other enforcement activities including inspection of parking meters;

Enforces regulations relating to matters of animal control including the licensing, restraining, and impounding of animals;

Conducts enforcement activities with respect to other local laws or ordinances which regulate a variety of activities;

Prepares and maintains a variety of records and reports relating to enforcement activities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the local laws or ordinances which contain enforcement provisions; good knowledge of inspection procedures and principles; basic knowledge of methods and materials used in building construction and rehabilitation; ability to understand and interpret written material; ability to prepare correspondence and reports; ability to deal effectively with the public; ability to be firm but helpful with the public; some mediative skill; tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an associates degree or higher in a field related to building construction or code enforcement; or
- (B) Two years of experience in performing inspections, code enforcement, building construction, or a related field; or
- (C) An equivalent combination of training or experience as described in (A) and (B) above.

**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: 5/7/97  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in Classplan on 6/10/05  
Revised in Classplan on 3/23/07  
Revised and Replaced in Classplan: 2/2/2023  
Revised and Replaced in Classplan: 4/1/2025 (Edu)