

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. A Code Enforcement Officer 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;

May supervise subordinate and/or clerical personnel; and

Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; fundamental knowledge of the principles of engineering and architecture; good general knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; good knowledge of the building trades; good knowledge of the principles of fire prevention; skill in computer use; ability to establish and maintain cooperative

relationships with other public officials, building contractors and the general public; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to read and interpret plans and specifications; ability to write clear and concise reports and to maintain records in an orderly manner; ability to climb stairs and ladders; ability to be firm but courteous; honesty; integrity; thoroughness; tact; good judgment; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2	3	4
Training/ Education	<input type="checkbox"/> Satisfactory completion ¹ of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's degree in civil engineering, electrical engineering, construction technology or a related field.	<input type="checkbox"/> Possession of an Associate's degree ² from a New York State or regionally accredited college with specialization in civil engineering, construction technology or a related field.	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.
General experience	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> Two years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or a related trade.

¹ Satisfactory completion means the applicant achieved a grade of at least 2.0.

² A higher degree in one of the stated fields of study is also acceptable.

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