

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 26, 2018

### **CODE ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for enforcing 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 proper performance of this work is very important to the health and safety of the community. The work is performed under the direct supervision of the Building Inspector with latitude permitted for the exercise of independent judgment in performing assigned duties. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Inspects, as necessary, buildings and structures for compliance with the state property maintenance code;
2. Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
3. Prepares a variety of reports relevant to code enforcement activities for the municipal government;
4. Explains to the general public and contractors, the State Housing Maintenance Code, multiple residence law and all other applicable laws and local ordinances;
5. Investigates complaints and assists in the prosecution of code and/or ordinance violators;
6. Prepares and serves notices to property owners for violations or ordinances;
7. Assists, when necessary, the Building Inspector in the performance of his/her duties.
8. When designated as municipal Stormwater Management Officer, performs the following:
  - a. Reviews municipal projects and construction plans for stormwater issues to ensure regulatory compliance;
  - b. Conducts and supervises field inspectors for compliance with stormwater requirements;
  - c. Investigates complaints and incidents of illicit discharge and water retention issues;
  - d. Documents municipality's compliance with stormwater management guidelines and prepares the annual report.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the New York State Uniform Fire Prevention and Building Code, multiple residency law and local building codes and ordinances; good 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; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; ability to read and interpret blueprints, surveys, maps, plans, and specifications; ability to inspect structures to determine their condition; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to be firm but courteous; physical condition commensurate with the demands of the position.

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## CODE ENFORCEMENT OFFICER CONTINUED

### MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited 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 full-time paid 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**
2. Graduation from high school or possession of an equivalency diploma **and** five (5) years of experience as defined in (1).

### SPECIAL REQUIREMENT:

1. It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Employees must complete the training requirements after appointment within the following timeframes:

Employee working less than 10 hours per week - 36 months

Employee working 10 - 20 hours per week - 24 months

Employee working over 20 hours per week – 18 months

2. 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 at time of appointment and for the duration of employment.

### SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT

**OFFICER:** Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.