

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Towns and Villages
Adopted: September 6, 1985
Revised: May 24, 2011

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code, State Energy Conservation Construction Code, municipal zoning ordinances, and related laws, codes, rules, and regulations as determined by appointing agency. This position may also be responsible for providing applications for building permits and inspecting the use, development, and construction of land, property, and buildings within the municipality as well as coordination of all activities relevant to ensuring compliance. The work is performed under general direction of a local board, supervisor, or legislative body with leeway allowed for the exercise of independent judgment in carrying out details of the work in accordance with established policies and procedures. Supervision may be exercised over subordinate and clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers, interprets, and enforces all provisions of New York State Uniform Fire Prevention and Building Code, State Energy Conservation Construction Code, zoning ordinances, and other codes, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures, and the use, development, and construction of land, property, and buildings within the municipality;

Reviews/prepares applications and may issue, deny, or revoke building permits and certificates of occupancy for compliance with the provisions of the Uniform Code, zoning ordinances, and other applicable laws, or may submit to local governing body for such decision, and collects appropriate fees;

Supervises, coordinates, and participates in the inspection of various stages of construction as well as upon completion of construction of buildings and structures;

Supervises, coordinates, and participates in the inspection of multiple residences to assure compliance with the multiple residence laws and local licensing ordinances;

May issue special and going out of business permits requiring boarding of premises or inventory inspection;

Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;

May administer and enforce codes, laws, rules, and regulations as required by the municipal board which include but are not limited to: flood plan regulations, SEQRA, zoning, wetlands, subdivision and mobile home park regulations, and coordination with DEC on various projects;

Reviews applications for zoning changes, variances, and special permits and prepares reports for appropriate boards;

Inspects building use and new construction for compliance with zoning ordinances;

Explains and interprets the requirements of various laws, codes, and regulations to contractors and the general public which may include the local Subdivision and Mobile Home ordinances, New York State multiple residence law, zoning law, fire code, etc.;

Responds to and investigates complaints and referrals, prepares notices of zoning violations, orders corrective action, and advises violators of required procedures;

Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of local regulations and/or State Uniform Fire Prevention and Building code;

Inspects industrial and commercial buildings, new construction, places of public assembly, private residences, and multi dwellings for zoning compliance, fire hazards, efficiency of fire protection equipment, adequacy of exits, and general compliance with the municipal codes;

Inspects the installation and maintenance of sprinkler and fire alarm systems;

Inspects vacant buildings for fire and safety hazards and recommends securing or demolishing them where necessary;

Code Enforcement Officer

May use explosive meter to investigate possible hazards related to flammable liquids and gases;
Takes photographs of fire hazards and fire scenes;
Investigates complaints of outdoor burning hazards;
May testify in court regarding violations and related applicable laws;
May instruct school children on fire safety practices;
Prepares and transmits a variety of oral and written records and reports relevant to code enforcement activities, zoning enforcement activities, building construction enforcement activities, fire prevention code, etc. for the municipal government as well as state and local agencies and maintains files;
Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notices, and orders issued;
Attends appropriate board meetings and makes reports relative to code enforcement, zoning enforcement, status of building construction, and fire prevention matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the State Uniform Fire Prevention and Building Code and local building codes, zoning ordinances, and related laws;
Thorough knowledge of modern practices, principles, materials, and tools used in building construction;
Good knowledge of the geography of the town;
Good knowledge of methods and procedures of installation of septic tanks and laterals;
Good knowledge of the provisions of the multiple residence laws;
Good knowledge of principles and modern methods of fire prevention and fire fighting;
Working knowledge of land use and development principles and practices;
Working knowledge of the methods and procedures of installing residential disposal systems;
Ability to write clear and concise reports and to maintain records in an orderly manner;
Ability to establish and maintain cooperative relationships with public officials, contractors, and the general public;
Ability to read and interpret plans and specifications;
Ability to be firm but courteous;
Good powers of observation;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete any mandated training for duties to be performed as established under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.

Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely manner.