

VILLAGE CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for reviewing plans and specifications submitted with applications for local building and plumbing permits and for inspecting buildings both erected and under construction and repair and plumbing installations and repairs for compliance with approved plans and specifications, the state and local building code, state fire code and the local zoning and plumbing code. Responsibilities do not include examination of plans for construction or for inspection of large scale construction involving the use of reinforced concrete or structural steel, but may include routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. May also act as Fire Inspector. Work is performed under general direction of the Village Board and/or Village Mayor. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews, checks and passes on plans and specifications submitted with building and plumbing permit applications for compliance with the building code, the plumbing code, the zoning ordinance and other applicable laws and ordinances prior to issuing permits;

Refers applications to Board of Trustees, Zoning Board of Appeals and Planning Board for review and approvals, as necessary;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;

Inspects piping, traps, fixtures and drainage to ensure compliance with approved plans and specifications and applicable laws and ordinances;

Inspects heating system during construction and while in operation to ensure compliance with approved plans and specifications and applicable laws and ordinances;

Issues building and plumbing permits and furnishes the prescribed certificates of occupancy or compliance;

Ensures removal or remediation of illegal or unsafe conditions and ensures appropriate safeguards are in place during construction;

Issues stop orders and violations as necessary;

Participates in legal and court proceedings to assist in prosecution of violations;

Performs follow-up inspections to determine that violations have been corrected and legal and court determinations carried out;

Explains the requirements of the state and local building code and state fire code to building and plumbing contractors and to the general public;

Maintains records, files, logs of inspections, results and determinations, including correspondence, telephone communication records, and related documents;

Prepares periodic reports pertaining to buildings and structures erected or altered, permits issued, fees collected, estimated costs of work, and other related data for presentation to Village Board, state agencies, etc. as needed and/or required;

Attends committee, legislative and board meetings as requested;

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Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction, repair or renovation, including plumbing/heating installations; good knowledge of the requirements of the state and local building codes and local zoning ordinances; good knowledge of water and sewer facility specifications; working knowledge of New York State multiple residence law; knowledge of fundamental principles of engineering and architecture; ability to establish and maintain cooperative relationships with public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to communicate effectively both orally and in writing; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in engineering, mechanical or construction technology, or a related field and two (2) years of work experience involving residential, commercial, or industrial structural design, planning, construction and/or supervision of construction of buildings, roads, sewer and/or water facilities, and/or electrical, plumbing and/or related infrastructure systems; or
- b) Associate's degree in engineering, mechanical or construction technology, or a related field and four (4) years of work experience as described in a) above; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of work experience as described in a) above; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

SPECIAL REQUIREMENTS:

1. Possession of a current appropriate Motor Vehicle Operator's license valid in New York State, at time of appointment.
2. Certification as a Code Enforcement Official, per NYCRR Title 19, Part 434, issued by the New York State Department of State Division of Code Enforcement, at the time of appointment.
3. All code enforcement personnel shall annually receive a minimum of 24 hours of in-service training as set forth in Title 19 (NYCRR) Part 434 §434.7 in each calendar year following the year in which certified basic training was successfully completed.
4. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.