

CODE ENFORCEMENT OFFICER (PLUMBING & MECHANICAL TRADES)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for the enforcement of New York State Code as well as Putnam County local laws, codes and regulations relative to residential, commercial and/or industrial plumbing and mechanical installations. The incumbent visits job sites to inspect installation work and verify that work is being or has been performed appropriately by licensed and/or certified contractors. The incumbent has enforcement powers to the extent of issuing violations and appearance tickets to violators. This position involves extensive field work and job site visits as well as office work and attendance at night meetings. Work is performed under general supervision of the Director of Consumer Affairs/Trades Licensing and Registrations, as well as the County Plumbing & Mechanical Trades Board. Supervision of others is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enforces the New York State Code and Putnam County Plumbing Licensing Law within Putnam County;

Performs on-site inspections of installations to confirm that plumbing and/or mechanical installations are being installed properly to code by licensed and/or certified persons;

Issues stop orders and appearance tickets to violators and participates in all legal and court proceedings to assist in the prosecution of violators;

Relays inspection results to appropriate governing authority as applicable;

Performs follow-up inspections as needed to determine that violations have been corrected;

Maintains logs of inspections and inspection results, and produces reports as required;

Acts as a liaison between town, village and county building departments, code enforcement inspectors, contractors, trade organizations, and the Department of Consumer Affairs/Trades Licensing and Registration as well as the Putnam County Plumbing & Mechanical Trades Board;

Attends all Plumbing & Mechanical Trades Board meetings to report and apprise the board of all activities, communications, correspondence and meetings as requested;

Attends County committee and/or Legislative meetings, as well as Town and/or Village meetings relative to Plumbing Codes and Licensing Law or other activities of the Department of Consumer Affairs/Tades Licensing and Registrations and the Putnam County Plumbing & Mechanical Trades Board;

Maintains records, files, correspondence, telephone communication records and other pertinent information required to document work related activities for Department of Consumer Affairs/Tades Licensing and Registrations and the Putnam County Plumbing & Mechanical Trades Board;

May issue stop orders and appearance tickets to violators of Putnam County local laws, codes and regulations relative to residential, commercial and/or industrial work in any trade under the jurisdiction of the Department of Consumer Affairs, Trades Licensing and Registration;

Performs a variety of related activities as required.

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*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, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in plumbing, HVAC and mechanical installations for building construction, repair or renovation; thorough knowledge of the requirements of the State and Local Plumbing and Building Codes; thorough knowledge of the Putnam County Plumbing Licensing Law; thorough knowledge of the National Fire Protection Association (NFPA) specifications; good knowledge of the State and Local Fire Codes; good knowledge of mechanical trades and mechanical installations; fundamental knowledge of the principles of engineering and architecture; ability to read and interpret plans and specifications; ability to establish and maintain cooperative and effective professional relationships with public officials, contractors, and the public; ability to communicate effectively, both orally and in writing; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in engineering, mechanical or construction technology, or a closely related field, and two (2) years work experience as a licensed plumber; or
- b) Associates degree in engineering, mechanical or construction technology, or a closely related field, and four (4) years work experience as a licensed plumber; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years work experience as a licensed plumber; or
- d) An equivalent combination of a), b), and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Possession of current New York State Basic Code Enforcement Training certificate may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENTS:

1. All code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required to complete prescribed code enforcement training courses as set forth in Title 19 (NYCRR) of the State of New York Department of State Codes, Rules and Regulations, Part 434 - "Minimum Standards for Code Enforcement Personnel." The certified basic training program, including all required subject areas as set forth in §434.6, as well as any requirements specified in §434.5, must be completed within one year of initial appointment.
2. 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.
3. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.