

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the enforcement of New York State Code and local laws, codes and regulations relative to buildings and facilities, both erected and under construction or repair. Responsibilities include reviewing plans and specifications relative to building and construction, and issuing permits as appropriate, and job site visits to inspect buildings and facilities, both erected and under construction or repair, to verify that work is being or has been performed appropriately in compliance with approved plans and specifications, state and local building code, state fire code and any applicable local laws, codes and regulations. Incumbent is empowered to issue violations and stop-work orders. Work involves extensive field work as well as office work and attendance at night meetings. Work is performed under general supervision (in a Town, Town Board/Town Supervisor; in the County, a higher level administrative official). Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enforces New York State Code as well as Putnam County local laws, codes and regulations relative to buildings and facilities;
Reviews plans and specifications for building and construction for compliance with the building code, the plumbing code, the zoning ordinance and applicable laws and ordinances;
Issues building and plumbing permits and furnishes the prescribed certificates of occupancy;
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;
Explains the requirements of the state and local building code and state fire code to town/county officials, building and plumbing contractors, and the general public;
Inspects the plumbing/heating systems during construction and while in operation;
Issues stop orders and violations and participates in all legal and court proceedings to assist in the prosecution of violations;
Performs follow-up inspections as needed to determine that violations have been corrected;
Acts as a liaison between town, village and county building departments, code enforcement inspectors, contractors, trade organizations, and county trades boards;
Attends committee, legislative, and board meetings, to report on activities and communications, as requested;
Maintains records, files, logs of inspections and inspection results, correspondence, telephone communication records and other pertinent information required to document work, and produces reports as required;
Prepares periodic reports and buildings and structures erected or altered, of permits issued, of fees collected and estimated cost or work covered for such permits for presentation to the legislature or other governing body;
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.

CODE ENFORCEMENT OFFICER (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of practices, principles, materials and tools used in building construction, repair or renovation, including plumbing/heating installations; good knowledge of state and local building codes and local zoning ordinances, and applicable water and sewer facility specifications; working knowledge of the New York State multiple residence law; knowledge of fundamentals of the 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 and integrity; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in engineering, mechanical or construction technology, or a related field, and two (2) years 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) Associates degree in engineering, mechanical or construction technology, or a related field, and four (4) years work experience as described in a) above; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years work experience as described in a) above; 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: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of 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.