

DIRECTOR OF CODE ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This work, when at the Town level, involves direction and supervision of the Town Building Department; when on the County level, the work involves direction, development and implementation of the code enforcement program for all County-owned buildings and facilities. The incumbent is responsible for the enforcement of state and local Building Code, Fire Code, Property Maintenance Code and Local Zoning Laws, as applicable. Responsibilities include overseeing, managing and/or performing inspections of buildings/facilities for compliance with all applicable state and local building laws, codes, rules and regulations for buildings, both erected and under construction. Work on the Town level is performed under the general supervision of the Town Board and/or Town Supervisor. Work on the County level is performed under the general supervision of the Director of Consumer Affairs, Weights and Measures, Trades Licensing. Supervision may be exercised over subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in and conducts plan reviews, interprets ordinances, and issues all building permits, certificates of occupancy, and certificates of inspection;

Inspects existing buildings, structures and facilities to determine general condition and safety for continued use and ensure compliance with all applicable laws, codes, rules and regulations (when on the County level, inspections are performed in close cooperation with the County Safety Officer);

Inspects buildings, structures and facilities under construction in order to ascertain general condition and safety and ensure compliance with all applicable laws, codes, rules and regulations (when on the County level, inspections are performed in close cooperation with the County Safety Officer);

Inspects or delegates and directs the inspection of all premises that are defined in the fire code, i.e., multi-family housing, mercantile establishments, industrial uses, places of public assembly, hotels, motels, schools, etc.;

Orders corrections and improvements on observed deficiencies;

Issues stop work orders, notices of improper or hazardous structures, condemnation notices, and related notices and/or orders;

Investigates complaints and assists in resolution, which can include prosecution, of violations of building codes and zoning ordinances;

Attends required Town and/or County board, committee and legislative meetings, as required and/or needed;

Provides advice, guidance and explanation on requirements of state and local building codes to contractors, the general public, Town and/or County officials, etc.;

Maintains records and issues reports of building and zoning inspection activities;

Maintains records relative to time, place, notice of violation and action taken as fire inspector;

Performs all follow-up inspections within a specified time to determine that the violations have been corrected;

Makes written recommendations to the appropriate Town and/or County governmental body or official, relative to changes to any building, structure or facility deemed necessary to meet required standards, improve safety conditions, etc.;

DIRECTOR OF CODE ENFORCEMENT (cont'd)

Works in cooperation with fire, police and County Sheriff's departments, including responding, day or night, in situations where the presence of the inspector is deemed necessary;

Prepares and submits Annual Activities Report to the Secretary of State, as required by Title 19 NYCRR Part 1203;

When on the Town level, oversees the day-to-day operation of the Town Building Department in accordance with all applicable laws, regulations and rules;

May issue appearance tickets in situations where compliance is not achieved within a reasonable length of time;

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, materials and tools used in building construction; thorough knowledge of state and local building codes; thorough knowledge of fire and zoning ordinances; 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 plan and direct the work of others; ability to communicate effectively, both orally and in writing; integrity; firmness with courtesy; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in civil engineering, structural engineering or architectural engineering and three (3) years of building construction experience as a contractor, architect or structural engineer; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years building construction experience as a contractor, architect or structural engineer; or
- c) A combination of training and experience as indicated in a) and b) 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: One (1) year of post-graduate study in the above fields may be substituted for one (1) of the required years of building construction experience.

SPECIAL REQUIREMENTS:

1. Completion of the New York State, Department of State Division of Code Enforcement and Administration Certified Basic Training Program, including all required subject areas as set forth in Title 19 (NYCRR) Part 434, §434.6, as well as any requirements specified in §434.5, and possession of current New York State Basic Code Enforcement Training certification at the time of appointment.
2. Completion annually of required 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.