

## TOWN CODES ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves reviewing plans and specifications submitted with applications for local building and plumbing permits, inspecting buildings, both erected and under construction or repair, as well as 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. In jurisdictions where there is a Director of Code Enforcement, work is performed under the Director's general supervision, and the incumbent is empowered to act for and in place of the Director in his/her absence. Employees in this class do not have responsibility for the examination of construction plans or for inspection of large scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities for such structures. Incumbent may also act as Assistant Fire Inspector, under direction of the Chief Fire Inspector, and may assume the duties of the Fire Inspector in his/her absence. 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 applicable laws and ordinances prior to issuing permits;

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 see that work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

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

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

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Inspects the heating system during construction and while in operation;

Maintains records of acts and decisions;

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 local 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.*

TOWN CODES ENFORCEMENT OFFICER (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern practices, principles, materials and tools used in building construction and plumbing installations; good knowledge of the requirements of the state and local building, zoning, plumbing and fire codes; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; ability to establish and maintain cooperative relationships with other public officials, with building contractors, plumbing contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in engineering or architecture; or
- b) Graduation from high school or possession of a comparable diploma and three (3) years of experience in building construction or in a position requiring familiarity with building and/or zoning codes and ordinances, including or supplemented by two (2) years experience involving the installation and/or repair of plumbing facilities or the supervision of the installation and/or repair of plumbing facilities; or
- c) An equivalent 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: Post-secondary level education in the above fields may be substituted for one (1) year of the required building construction 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.