

LICENSE ENFORCEMENT OFFICER/GAS INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves inspection of gas installations, as well as verification of credentials required by law to perform such work. Responsibilities include site inspections of any work involving liquid propane (LP) and natural gas installations, ensuring that all plumbing, and/or mechanical installations are being or have been performed appropriately by duly licensed and/or certified trades people. The incumbent has enforcement powers to the extent of issuing stop orders and appearance tickets to violators, and must participate in and assist with any legal and court proceedings for the prosecution of 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 Office of Consumer Affairs/Weights & Measures/Mechanical Trades Licensing & Registration and the County Plumbing Board. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enforces the Putnam County Plumbing Licensing Law within Putnam County;
Issues stop orders and appearance tickets to violators and participates in all legal and court proceedings to assist in the prosecution of violators;
Performs on-site inspections of liquid propane (LP) and natural gas installations to confirm that plumbing and/or mechanical installations are being installed appropriately by properly licensed and/or certified persons;
Maintains logs and reports of inspection results;
Performs follow up inspections as needed to determine that violations have been corrected;
Supervises the testing of all inside and outside liquid propane (LP) and natural gas installations pursuant to the National Fire Protection Association (NFPA) specifications and the National Fuel Gas Code (NFGC);
Supervises mercury tests and inspects exterior and interior natural gas piping and issues blue cards certifying such inspections, as appropriate;
Acts as liaison between town, village and county building departments and their inspectors, contractors, trade organizations, and other parties that may be interested in the activities of the Plumbing Board of Putnam County;
Attends all Plumbing 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 the Putnam County Plumbing Licensing Law or other activities of Office of Consumer Affairs/Weights & Measures/Mechanical Trades Licensing & Registration and the County Plumbing Board;
Maintains records, files, correspondence, telephone communication records and other pertinent information required to document work related activities for the Office of Consumer Affairs/Weights & Measures/Mechanical Trades Licensing & Registration and the County Plumbing Board;
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, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in plumbing, liquid propane (LP) and natural gas installations, and building construction; 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 and the National Fuel Gas Code (NFGC) relating to all liquid propane (LP) and natural gas installations; good knowledge of mechanical trades and mechanical installations; good knowledge of the State and Local Fire Codes; fundamental knowledge of the principles of engineering and architecture; ability to establish and maintain cooperative and effective professional relationships with public officials, trades people 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 Mechanical Engineering and six (6) years of experience in the plumbing industry with possession of a plumbing license issued by a governmental agency; or
- b) Associate's degree and eight (8) years of experience in the plumbing industry with possession of a plumbing license issued by a governmental agency; or
- c) Graduation from high school or possession of a comparable diploma and ten (10) years of experience in the plumbing industry with possession of a plumbing license issued by a governmental agency.
- 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.

NOTE: Possession of a plumbing license at the time of appointment is not necessary, provided that the plumbing experience requirement was met while licensed.

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.