LICENSE ENFORCEMENT OFFICER

TITLE CHANGE TO "COMPLIANCE ENFORCEMENT OFFICER" December, 2016.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for ensuring compliance with trades licensing and registration requirements as set forth in Putnam County local laws, codes and regulations.* Duties include visiting job sites, including new, remodels and/or repairs, to ascertain that work is being performed by appropriately licensed, registered and/or certified tradespeople. Incumbent has enforcement powers to the extent of issuing summons to violators and participating in all legal and court proceedings to assist in the prosecution of violators. Extensive field work and job site visits are required, as is detailed documentation and reporting of such. General office work in the Department of Consumer Affairs and some attendance at night meetings are also required. 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 and Electrical Board. Supervision of others is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enforces all licensing and registration laws relating to the Home Improvement Law, Plumbing and Mechanical Trades Law and Electrical Law in Putnam County;

Conducts field visits to job sites, including new, remodels and/or repairs, to ascertain that all residential, commercial and/or industrial work in any trade is being performed by appropriately licensed, registered and/or certified tradespeople;

Conducts independent field investigations of suspected violators;

Issues appearance tickets to violators and participates in justice court proceedings to assist in the prosecution of violators;

Prepares reports and apprises Boards 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 Licensing and Registration Laws or any other activities relative to Putnam County Home Improvement, Plumbing & Mechanical Trades, and/or Electrical Boards, or the Department of Consumer Affairs, Trades Licensing and Registration, as needed;

Maintains records, files, correspondence, telephone communication records and other pertinent information required to document work-related activities;

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

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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 trades licensing and registration requirements as set forth in Putnam County local laws, codes and regulations relative to residential, commercial and/or industrial work; ability to establish and maintain effective and cooperative working relationships with public officials, contractors and tradespeople, and the public; ability to communicate effectively, both orally and in writing; ability to prepare reports and present clear, factual information; ability to be firm but courteous; good judgment; independent initiative; thoroughness; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of experience in building construction or position requiring familiarity with building/zoning ordinances and/or enforcement of building/zoning ordinances.

SPECIAL REQUIREMENT:
Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

*Putnam County Code §190 - Putnam County Plumbing and Mechanical Trades Licensing Law, stipulates that no person shall engage in the performance of residential, commercial and/or industrial work in any trade under the jurisdiction of the Department of Consumer Affairs, Trades Licensing and Registration, unless they are duly licensed, certified or otherwise authorized to do so in accordance with the provisions of §190.