

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves inspecting buildings and properties for compliance with State and Municipal building, electrical, and fire codes. This title ensures the health, safety, and resilience of the building environment. The work is performed under the general supervision of a Village Mayor, Town Supervisor or other supervisory/administrative personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Issues Building Permits and Certificates of Occupancy; Inspects houses to ascertain compliance with the Housing, State Fire and Electrical Code; Inspects heating, plumbing and electrical facilities for dangerous operating conditions; Inspects walls, floors, ceilings, windows and doors for conditions which could render the house unsafe or hazardous to anyone's health; Checks out complaints received by tenants or unsafe or hazardous conditions in roofs, chimneys, yards, porches, foundations, walks, etc.; Writes detailed and accurate inspection reports on findings of violations of codes; Issues certificates of compliance; Issues appearance tickets and testifies at hearings on code violations; May be assigned to conduct inspections to determine compliance with garbage, trash, and other codes.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of applicable municipal and state codes; Working knowledge of the building trades; Working knowledge in the principles and practices of inspecting properties; Ability to prepare precise and accurate reports on code violations which will be used in legal proceedings against violators; Tact and courtesy; Initiative and resourcefulness; Keen observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. One year of experience as a journeyman in one or more of the building trades; OR
- B. Two years of experience as a helper in one or more of the building trades; OR
- C. One year of experience in building code enforcement or related field; OR
- D. Any equivalent combinations of training and experience.

NOTE: Formal education in construction technology or related field may be substituted for the experience specified in (A) and (C) on a year-for-year basis, and for the experience in (B) on a basis of one year of education equals two years of experience.

NOTE: Must complete the New York State Department of State Code Enforcement Basic Training Program for Code Enforcement Officers within 18 months of appointment date or within 18 months from the date of the first training course attended, whichever is shorter and maintained with in-service training during employment.

NOTE: Failure to complete these courses within the allotted time frame will result in the forfeiture of the accrued basic code enforcement training credits by the State

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 5/3/84

Reviewed 3/21/96, 1/9/02, 2/9/04, 8/28/13; 9/11/18; 11/5/25

Revised 1/20/21

PT Non-Competitive (Exceptions: Sidney, Walton)